

# **Jenkins Independent School**

[www.jenkins.kyschools.us](http://www.jenkins.kyschools.us)

**Jenkins Middle High School Campus: Phone: 606-832-2184; Fax: 606-832-4283**

**Burdine Campus: Phone: 606-832-2711; Fax: 606-832-4191**

## **2017-2018 Student Handbook & Code of Conduct**

### **Mission Statement:**

**“Passion – Pride – Performance”**

**Jenkins Independent School does not discriminate on the basis of race, color, national origin, age, religion, marital status, sex or the handicapped.**

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## **Confirmation of Receipt of Student Handbook & Code of Conduct**

**Please sign and send back to your child's homeroom teacher by August 11, 2017.**

**I have received a copy of the Jenkins Independent School Student Handbook & Code of Conduct. I have read the student handbook & code of conduct and agree to abide by its content.**

**I acknowledge that I have received and reviewed the portion of this handbook & code of conduct that explains Jenkins Independent School System's Grievance Procedures: notification of rights under FERPA, HIPPA, and PPRA; and the Bullying/Hazing, Harassment/Discrimination Policies and Reporting Guidelines.**

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**Parent**

**Date**

---

**Student**

**Date**

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**Date Form Received by School**

### Publication Consent Form

PLEASE COMPLETE THIS FORM AND SUBMIT IT TO THE SCHOOL PRINCIPAL.

Dear Parent/Guardian:

At some time during the school year, school/District personnel or other District-authorized persons may videotape or photograph classroom activities or special projects in which your child participates during the school day for public awareness purposes.

Under 09.14 AP.12, the District has designated student photographs as “directory information”. Consistent with that annual notice, a photograph of an individual student may be released to others and/or reproduced in school yearbooks as long as the parent or adult student has not submitted written notice indicating that they do not wish photographs of the student to be released.

This form covers permission for the District to record and use the recorded image, voice, or work of the student (photographed, filmed, taped, or digitally recorded) for public awareness purposes, including publication on the school and/or District’s web site.

Please review this form carefully, indicate your preference in regard to videotaping or photographing of your child, sign and date the form, and submit the form to the school Principal.

Once signed and dated, this form shall remain in effect for your child’s enrollment in the District for the school year. However, at any time during the school year, you may amend this form only for future uses/preferences by notifying the Principal in writing of your request.

STUDENT’S/CHILD’S NAME: \_\_\_\_\_ GRADE LEVEL: \_\_\_\_\_  
SCHOOL NAME: \_\_\_\_\_ SCHOOL YEAR: \_\_\_\_\_

*I/we give the \_\_\_\_\_ School District permission to release my/our child’s name, photograph, work, and/or audio/video reproduction for publication to the general public concerning school functions and activities, including academic and athletic activities.*

NAME OF PARENT/GUARDIAN (Please print.): \_\_\_\_\_

DAYTIME PHONE NUMBER: \_\_\_\_\_

\_\_\_\_\_  
*(Signature of Parent/Guardian)*

\_\_\_\_\_  
*(Date)*

Review/Revised:6/25/07

# STUDENT PICK-UP LIST

PLEASE LIST ANY ADULT THAT IS ALLOWED TO SIGN YOUR CHILD/CHILDREN IN/OUT FROM SCHOOL.  
PLEASE BE ADVISED THAT IF SOMEONE COMES TO PICK YOUR CHILD/CHILDREN UP FROM SCHOOL AND THEY ARE NOT ON THIS LIST,  
THEY WILL NOT BE ALLOWED TO SIGN HIM/HER OUT.

ONLY ADULTS OVER THE AGE OF 18 WILL BE ALLOWED TO PICK UP STUDENTS.

**IF WE DO NOT HAVE THIS FORM ON FILE IN THE OFFICE, ONLY THE PARENT/GUARDIAN WILL BE ALLOWED TO PICK UP STUDENTS.**

NAME	PHONE NUMBER	RELATION TO STUDENT	DRIVER'S LICENSE #



# School-Parent Contract

The **Jenkins Independent School** staff and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) (participating children), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

This school-parent compact is in effect during the 2017 - 2018 school year.

## SCHOOL RESPONSIBILITIES

The **Jenkins Independent** staff will:

- 1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:**

*Students in danger of not meeting state standards are given additional assistance through individual teacher assistance, and remediation. In addition, various interventions are used with individual students in the classroom to determine their best method of learning. Teachers will stay after school or come early in the morning to meet the needs of the students. Instructional assistants will work collaboratively with teachers to offer extra support in reading and math. These strategies can be verified by observing a classroom, interviewing students, and examining student working/writing folders for evidence of a variety of instructional strategies and formative and summative assessments. Teachers' evidence binders can also be examined for evidence of instructional strategies and assessments. Teachers are learning new strategies from the content cadres offered by instructional coaches at the Jenkins Independent Board of Education.*

*Students are continually assessed with multiple choice and open response items which are designed in K-Prep-like format and are correlated to the Core Content for Assessment. These practices prepare students for the K-PREP assessment.*

- 2. Hold parent-teacher conferences (at least annually in elementary schools) during which this compact will be discussed as it relates to the individual child's achievement.** Specifically, those conferences will be held:

*Parents' involvement is essential in the children's education. Parents may request a conference with a teacher at any time and the conference will be set up by the office. Most conferences occur during the teachers' planning or after school.*

*An Open House begins each new school year. This helps the parent to be acquainted with his/her child's new teacher. This is a chance for the teacher and parent to understand what the child will be expected to know in the upcoming year.*

*A Parent-Teacher Conference is held each year after the test scores are released. This allows the parent to voice any concerns they may have with the previous year's test. This conference will also be a chance to answer any question the parent may have about how to read the test results. The conference occurs close, if not after, the first 9 weeks. The convenient time helps the teacher to gain knowledge on how the child is performing in his/her class. The teacher is able to inform the parent on the child's progress in the current school year and make suggestions on ways to enhance the rest of the year.*

*The school will continue to implement the district-wide customer service initiatives.*

*Parents will be able to access information regarding student progress through the Infinite Campus Parent Portal.*

- 3. Provide parents with frequent reports on their children’s progress.** Specifically, the school will provide reports as follows:

*Parents will receive numerous reports on their children’s progress throughout the school year. Parents will be able to access information regarding student progress through the Infinite Campus Parent Portal.*

*At the end of each 9 weeks, teachers will be sending home a Report Card to show how the child has been performing in each subject.*

- 4. Provide parents reasonable access to staff.** Specifically, staff will be available for consultation with parents as follows:

*Parents will have reasonable access to staff by the process of:*

- *Home Visits-Resources and support are available for staff who choose to conduct home visits.*
- *Parent-Teacher Conferences—a staff member will contact the parent in advance and arrange a convenient time for the conference*
- *RTI Processes---classroom interventions as described above in section 1, Math Recovery, Read to Achieve*
- *Scheduling meetings during Teachers’ planning or after school*
- *Email*
- *Phone calls*
- *Grandparent dinner*
- *Award Recognition Programs*
- *PTO*
- *FRYSC outreach activities*

- 5. Provide parents opportunities to volunteer and participate in their child’s class and to observe classroom activities,** as follows:

*Parents may volunteer and participate in their child’s classroom or observe activities by:*

- *Assist with parties, field trips, etc.*
- *Creating projects for the teacher*
- *Serve on committees*
- *Organization of school-wide themed events*
- *Participate in the school based PTO*

**PARENT RESPONSIBILITIES**

**We, as parents, will support our children’s learning in the following ways:**

- Monitoring attendance.
- Provide child with food, clothing, shelter, healthy living environment, encouragement and attention
- Supply child with necessary school supplies
- Teach child respect for school, teacher, staff, bus driver, and classmates
- Help child develop good study habits
- Hold child accountable for academic performance and behavior
- Encourage and praise child for successes
- Ensuring that homework is completed.
- Monitoring amount of television children watch.
- Volunteering in child’s classroom.
- Participating, as appropriate, in decisions relating to our children’s education.
- Promoting positive use of our children’s extracurricular time.
- Staying informed about our children’s education and communicating with the school by promptly reading all notices from the school or the school district either received by our children or by mail and responding, as appropriate.
- Serving, to the extent possible, on policy advisory groups, such as being the Title I, Part A parent representative on the school’s School Improvement Team, the Title I Policy Advisory Committee, the District-wide Policy Advisory Council, the State’s Committee of Practitioners, the School Support Team, or other school advisory or policy groups.

**STUDENT RESPONSIBILITIES**

**We, as students, will share the responsibility to improve our academic achievement and achieve the state’s high standards. Specifically, we will:**

- Do our class work/homework and ask for assistance if we need it
- Give our parents or the adult who is responsible for our welfare all notices and information received by us from our school every day.
- Come to school with a willingness to participate and attempt to learn the content
- Respect the teacher, instructional assistants, principal, and all other staff members
- Follow the school-wide expectations
- Go to class on time and stay in class
- Take materials (books, paper, pencil, work) to class

\_\_\_\_\_  
School

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

**Welcome  
To  
Jenkins Independent School**

**2017-2018**

The faculty and staff of JIS are pleased that you have chosen to be part of the Jenkins family. We wish to welcome you to the new school year and hope you will have a challenging and rewarding academic year. As a faculty and staff, we have a new commitment to provide you with excellence in all areas. Our expectation for you is that you give your best effort in all that you do. With the expansion of the course offerings this year, students can expect to find something within their areas of interest to participate in. JIS have partnered with Letcher County Vocational School to offer students 8 programs from which to choose. JIS has a close partnership with University of Pikeville and students have the option of attending UPike as sophomores if they benchmark on the ACT. This year, JIS has also partnered with Southeast Community and Technical College. Students have the option of taking classes through Southeast as freshmen if they benchmark on the ACT. At Jenkins Middle High School, our students will be able to choose from a plethora of elective classes including Speech and Drama, Chorus, Art, Music, Academic Team, and STLP (student technology leadership program). In addition to these course offerings, the extracurricular program includes baseball, basketball, cheerleading, cross-country, football, golf, marching band, softball, track, and volleyball. As you can see, we have many offerings at JIS, and we highly encourage all students to participate in at least one activity.

**POLICY JENKINS BOARD OF EDUCATION NON-DISCRIMINATION**

The Jenkins Board of Education is required by law to notify all parents of our non-discrimination policy. We must also be able to prove that you have been notified. Therefore, please read and sign the confirmation of Receipt of Code of Conduct and return to your child's school.

**NON-DISCRIMINATION STATEMENT**

The Jenkins Board of Education, which promulgates policy and manages the Jenkins Independent Schools, does not discriminate on the basis of race, color, national or ethnic origin, age, religion, political affiliation, marital status, genetic information, gender, or disability in course offerings or employment practices in accordance with Title VI, Title II, or the Vocational Education Amendments of 1976 and section 504 of the Rehabilitation Act.

**POLICY STATEMENT**

The educational process should be conducted in an atmosphere conducive to learning, free of disruption and threat to person or property, and be supportive of individual rights. The board desires to establish and maintain this atmosphere throughout the school district by the adoption of a reasonable Code for Acceptable Behavior and Discipline. The Code for Acceptable Behavior and Discipline provides for consistent treatment for all students, fairness as required by constitutional due process, an atmosphere of open communication, clearly understood rules, and encouragement of behavior which will enable students to develop to their fullest potential. This Code of Acceptable Behavior and Discipline applies to all students while they are on school property, at school related activities, or on school related trips. School property means any public school building, bus, public school campus, grounds, recreational area or athletic field under the control of the principal. It is expected that sound, fair, and equitable judgment will be used by all concerned in the application of this Code of Acceptable Behavior and Discipline. The Code of Conduct shall be distributed to all students and custodial parents of school age children in our district. Furthermore, during the first week of school, students will receive orientation of the Code of Conduct to ensure comprehension of the contents.

**PHILOSOPHY OF RIGHTS AND RESPONSIBILITIES**

The protection and safeguards of the United States Constitution, and particularly the Bill of Rights, apply to all students. Responsibility is inherent in all rights. No student or other person involved in the public schools can realize his/her rights unless he/she also exercises the self-discipline and care to afford all others the same rights and not allow his/her own actions to infringe on the rights of others. The school environment is a community of individuals who have the right and responsibility to know the basic standards of conduct and behavior expected.

## **STATEMENT OF COMPLIANCE WITH TITLE IX, TITLE VI AND SECTION 504 OF THE EDUCATION AMENDMENT OF 1972,220.01**

The Jenkins Independent Board of Education does not discriminate on the basis of sex in the educational program or activities that it operates, and is required by Title IX of the educational amendments of 1972 (PL-318), not to discriminate in such manner. Further, the Board of Education does not discriminate on the basis of disability, in treatment, admission of access to, or employment in, its programs or activities as required by the Rehabilitation Act of 1973 (PL-112), as amended, Section 504, nor does the Board of Education discriminate on the basis of race, color, national or ethnic origin, age, religion, political affiliation, marital status, or genetic information in the educational programs or activities it operates. Any person having inquiries concerning the Jenkins Independent Board of Education's compliance with Title IX may contact the JISD central office.

## **JIS FACILITIES/GUIDELINES**

### **SCHOOL DAY**

Jenkins Elementary School campuses begin at 8:00 A.M. and dismiss at 3:05 P.M.  
Jenkins Middle High School campuses begin at 8:10 A.M. and dismiss at 3:20 P.M.

### **SUPERVISION OF STUDENTS**

Each teacher and administrator shall hold pupils to a strict account for their conduct on school premises, on the way to and from school, and on school-sponsored trips and activities.

### **ACCESS TO SCHOOL PROPERTY DURING THE SCHOOL DAY**

Unless they are authorized visitors, only those students who are enrolled in the District and on property for an official school purpose, such as receiving instruction or participating in a school sponsored extra-curricular activity, shall be permitted on the property during the school day. If a student who is officially absent or on home/hospital instruction wishes to come onto property during the school day, the student shall first go to the Principal/designee, seek permission to be on the property, and check in. Permission may be granted for the student to be on school property if the purpose relates to educational needs of the student that cannot be accomplished outside of school hours, and the student remains on the property only for the time needed to accomplish that purpose. This requirement is necessary to address supervision and safety concerns of students who come on property during the school day. Only those students who are involved in school activities and under the direct supervision of a faculty member or other approved school personnel shall be permitted in school buildings after school hours.

### **CAFETERIA**

The Jenkins Independent School District participates in the National School Breakfast and Lunch program. Utilizing the Community Eligibility Provision, a nutritious breakfast and lunch will be available to all students free of charge.

1. Meals are to be eaten in designated areas.
2. Students are to clean up after themselves; all trash must be put in garbage cans.
3. Our school operates a closed lunch period. Students are not permitted to leave the school grounds during the lunch period or have lunch delivered. Personal guests may be allowed with prior principal approval.
4. Ala-carte items are available for purchase. No ala-carte items may be charged.
5. No adult charges are allowed.

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(866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov). Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (in Spanish).

USDA is an equal opportunity provider and employer.”

## **LIBRARY**

The library is the main support for enhancing your educational experience. Books are available that cover a wide spectrum of interests, both fiction and non-fiction. The Library is open before and after school. Most books can be checked out for a two-week period, then returned, renewed. There is a fine for lost or damaged books. The library has computers available for student use.

## **GYMNASIUM**

The gymnasium is used for physical education classes, drama, assemblies, and athletic events. Gym shoes are recommended during the activities on the gym floor. Students are to walk on the non-playing surface of the gym floor when going to classes.

## **WEIGHT ROOM**

The JIS district has a large weight room with state of the art equipment. This equipment will serve all students in the district and sport teams. It will consist of many weight training equipment and cardiovascular machines that will serve all students at JIS. The weight room can only be used under the supervision of a district employee and all students MUST follow all posted safety rules.

## **LOCKERS**

A locker will be made available for each student. Students will not be allowed to share lockers. All students will be charged a \$5.00 locker fee. If a lock is lost, there will another \$5.00 charge to replace the lock. Only locks owned by the school may be used, unless a student has approval from the office. If a lock fails to operate properly, that student is to inform the secretary in the office so that the lock can be replaced. The Jenkins Independent School Board of Education owns the building and equipment. They reserve the right to inspect all lockers, desks, and rooms and to perform maintenance, etc.

## **LOST OR DAMAGED TEXTBOOKS, ATHLETIC, AND TECHNOLOGY EQUIPMENT, ETC.**

It is the responsibility of the student or his/her parent/guardian to pay the replacement cost of any lost or damaged textbook, technology equipment, or school issued athletic equipment, uniforms, etc.

The student's teacher/sponsor/coach will attempt to collect monies due for lost textbooks, technology equipment, and school issued equipment. If the teacher/sponsor/coach is unable to collect these monies, then the student or his parent/guardian will be notified in writing of any lost or damaged textbooks, technology equipment, or school issued equipment and their costs.

Students who have lost or damaged (other than normal wear and tear) their textbooks, technology equipment, or school issued equipment will be responsible for replacement. All fines must be paid by the end of the current school year. The school reserves the right to file suit in small claims court for any monies not collected. The school will withhold records until item(s) are replaced.

## **SURVEILLANCE CAMERAS**

Surveillance cameras are in operation 24 hours a day. These can and will be used for disciplinary purposes.

## **ALLOWED SPACE FOR STUDENTS IN THE MORNING, LUNCH, BREAK, & AFTER SCHOOL**

Upon arrival to school, all students are to report to the cafeteria.

After school, any student in the school building or on school premises must be under the supervision of certified personnel. Students are not allowed in any other areas of the building unless given permission.

## **VISITORS**

(THIS IS A SMOKE FREE CAMPUS)

1. Upon entering the school, all visitors, including parents/guardians, must report to the Principal's Office. All visitors must sign in, obtain a visitors pass, and request permission from the principal or designee before proceeding into the school building or into a classroom. Approval of any visitation must be made by the principal prior to the visit.
2. Visitors will be required to wear or display a visitor's pass or identification badge while they are in the school building.
3. For safety reasons, all visitors and parents/guardians must use the front or designated entrance at each school for entry purposes.
4. No doors, other than the front or designated entrance door, will be accessible for entry.
5. All visitors to the schools must conduct themselves so as not to interfere with the operation of the school program or other events held on school property.
6. All visitors including, but not limited to spectators, are to comply with guidelines established by the superintendent. Individuals refusing to comply with administrative guidelines or instructions of authorized personnel responsible for protecting school property may be requested to leave school property. If necessary, law enforcement may be called. Weapons of any type are prohibited on school grounds.

## **RESOURCES AND SERVICES**

### **GUIDANCE**

The guidance counselor or registrar is available to students during the school day. Appointments can be made for other times. The guidance counselor or registrar is responsible for keeping records, test results, and transcripts of each student.

### **RECORDS AND TRANSCRIPTS**

A permanent record consisting of, but not limited to, enrollment forms, courses taken by each student, the grades received in each course, and the scores on special tests are to be kept on file in the guidance counselor's office. If a student transfers to another school or applies to a college, the counselor will send a transcript of his/her grades, upon request to the appropriate school or institution. After the third transcript, a fee of \$5.00 will be charged for each additional transcript. The request for an entire copy of a student's folder may be assessed a \$10.00 fee to cover duplicating and mailing expenses. JIS students are tested on a wide-variety of tests, including but not limited to the KPREP, PLAN, EXPLORE, ACT and End of Course. Test results will be sent to parents in a timely manner.

### **FAMILY RESOURCE YOUTH SERVICES CENTER**

The goal of the Family Resource and Youth Service Center is to assist the families in removing barriers that may interfere with students' academic life. We will meet the needs of all children and their families who reside in the community or neighborhood served by the Jenkins Independent School. The contact number for the Family Resource Youth Services Center is 832-2184.

### **TECHNOLOGY**

JIS has six computer labs with internet services. In addition, there is a varied assortment of educational software available to the students. Each classroom has internet access, LCD projectors and internet accessible computers are available in the library.

Any student that is found in violation of the District Acceptable Use Policy may have computer privileges suspended or revoked, in addition to other disciplinary action as indicated in the code of conduct. (See Terms and Conditions for JISNet and Internet Access below.)

## **TERMS AND CONDITIONS FOR JISNET AND INTERNET ACCESS**

### **Acceptable Use**

Use of other organizations' networks or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any United States or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material or material protected by a trade secret. Use for product advertisement or political lobbying is not consistent with the purposes of the JISNet and, unless a school sponsored activity, is prohibited. Illegal activities are strictly prohibited. Using the JISNet Internet Account to play games (including MUDs or multi-user games) is not acceptable use.

The Electronic Access/User Agreement Form must be signed by all students and adults to get an individual user account. It is designed to enable all users to understand clearly their responsibilities as users of the Internet via the JISNet. If you have any questions about these responsibilities, please contact your school technology coordinator or district technology coordinator.

Violations of the following terms and conditions will result in the immediate loss of network services including, but not limited to, the Internet and could eliminate future access.

### **NETWORK AND INTERNET REGULATIONS**

- The use of your account must be in support of education and research and consistent with the educational objectives of the Jenkins Independent School District.
- You may not give your password to anyone.
- You may not use or alter anyone else's Internet account.
- You may not offer Internet access to any individual via your JISNet account.
- You may not break in or attempt to break into other computer networks.
- You may not create or share computer viruses.
- You may not destroy another person's data.
- You may not monopolize the resources of JISNet by such things as running large programs and applications over the network during the day, sending massive amounts of mail to other users or using system resources for games.
- You may not use MUD (multi-user games) network via the JISNet.
- You are not permitted to get from or put onto the network any copyrighted material (including software) or threatening/obscene material.
- Purposely annoying other Internet users on the JISNet is prohibited. This includes such things as continuous talk requests.
- As a user of this community system, users should notify the school or district technology coordinators of any violations of this contract by other users or outside parties. This may be done anonymously.
- No illegal activities may be conducted via the JISNet.
- All communications and information accessible via the network should be assumed to be private property.

### **ELECTRONIC MAIL REGULATIONS**

- Be polite. Do not write or send abusive messages to others.
- Use appropriate language.
- Do not reveal your personal address or phone numbers of students or colleagues.
- Know that electronic mail is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.

### **LOSS OF NETWORK SERVICES**

The District Technology Coordinator may suspend or close an account at any time as required. The DTC must notify the user in writing within two weeks of the reason for suspension or termination of an account. The administration, faculty or staff of JIS may request the DTC deny, revoke or suspend specific user accounts. Revocation or unsupervised network and Internet access will be for a period of not less than one calendar year. Users (students, staff, or community members) whose accounts are denied, suspended, or revoked do have the following rights:



- To request in writing from the DTC a written statement justifying the actions
- To submit a written appeal to the Superintendent
- To make a final appeal to the Board of Education whose decision is final

Jenkins Independent Schools will not be responsible for any damages, not limited to, loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by its own negligence or user errors or omissions.

Security on any computer system is high priority especially when the system involves many users. If any user can identify a security problem on JISNet, he/she must notify the school or district technology coordinator. Do not demonstrate the problem to other users.

Vandalism shall result in cancellation of privileges. Vandalism is defined as any attempt to harm or destroy data, operating systems, or applications of another user of JISNet or other networks.

## **GENERAL PROCEDURES AND INFORMATION**

### **ACCIDENTS**

Any accident occurring on school premises **MUST** be reported to the Principal's Office immediately. An accident report form shall be completed and turned into the Principal. If an accident requires medical attention, the parent/guardian must secure the proper insurance/accident form from the office.

### **ANNOUNCEMENTS**

Daily announcements are made in the morning and at the end of the school day.

### **DISRUPTIVE DEVICES**

Students shall not possess any devices that are disruptive to the educational process. Examples include, but are not limited to, laser pointers, toys, personal game systems, iPods, cameras, and cell phones.

### **TELECOMMUNICATIONS DEVICES**

While on school property or while attending school-sponsored or school-related activities, whether on or off school property, students shall be permitted to possess and use personal telecommunications devices as defined by law,<sup>1</sup> and other related electronic devices, provided they observe the following conditions:

1. Devices shall not be used in a manner that disrupts the educational process, including, but not limited to, posing a threat to academic integrity or violating confidentiality or privacy rights of another individual. Unless an emergency situation exists that involves imminent physical danger or a certified employee authorizes the student to do otherwise, devices shall be turned on and operated only before loading the school bus or entering the school building till after dismissal of school or exiting the school bus.  
When students violate this prohibition, they shall be subject to disciplinary action, including losing the privilege of bringing the device onto school property. In addition, an administrator may confiscate the device, and upon the second offense, shall return the device only to the student's parent/guardian.
2. Students are responsible for keeping up with devices they bring to school. The District/School shall not be responsible for loss, theft, or destruction of devices brought onto school property.
3. Students shall comply with any additional rules developed by the school concerning appropriate use of telecommunication or other electronic devices.
4. Students shall not utilize a telecommunication or similar electronic device in a manner that would violate the District's Acceptable Use Policy or Procedures or the JIS Student Handbook and Code of Conduct.

5. Cell phones are not to be out during instructional times (entire duration of class(es)). Cellphones out during these instructional times will be confiscated by a staff member and turned into the office. The following criteria will be used for cell phone violations:

1<sup>st</sup> - Returned at the end of the day.

2<sup>nd</sup> – Returned to the parent or guardian.

3<sup>rd</sup> – Parent or guardian contacted and returned to the student at the end of the day. Then the phone will be turned into the office in the morning and returned to the student in the afternoon for a period of one (1) week.

4<sup>th</sup> – Repeat criteria for the third (3<sup>rd</sup>) offense for a period of one month.

5<sup>th</sup> – Administrator’s discretion.

*Reference IKRS 158.165 “Personal telecommunications device” means a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor, including, but not limited to, a paging device and a cellular telephone.*

(The 2<sup>nd</sup> & 3<sup>rd</sup> Offense will be treated as Category I Violation. Subsequent Offenses will be categorized as Category II Violations: Defiance.)

Reference:

*<sup>1</sup>IKRS 158.165 “Personal telecommunications device” means a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor, including, but not limited to, a paging device and a cellular telephone.*

## **GRIEVANCES**

Any student who wishes to express an educational concern or grievance shall observe the following order of appeal: Teacher; Principal; Superintendent; Board. The order of appeal shall not be construed to mean that students are not free to confer with the Superintendent or Board whenever they so wish. However, if the grievance concerns discipline of an individual student, the Board may, on a case-by-case basis, determine if it will hear the grievance based on whether the facts presented in the written grievance fall within its discretion or authority. If there is a question as to whether the grievance is within the Board’s discretion or authority, the Board will consult with legal counsel.

Grievance procedures shall address, but not be limited to, the conditions for filing a grievance, time limitations for the filing and the appeal of a grievance, and a process for the orderly review and appeal of each individual grievance.

Harassment/Discrimination allegations shall be governed by Policy 09.42811.

Harassment/Discrimination reporting form is located in back for reference for any student and/or parent to report any harassment/discrimination allegation

Federal law requires the District to implement separate and specific processes for responding to complaints/grievances about Title I programs and to those alleging discrimination in the delivery of benefits or services in the District’s school nutrition program.

## Bullying/Hazing

In order to effectively participate in the democratic process as adults, students must learn to respect the rights of others and to interact with them in a civil manner. Therefore, students are required to speak and behave in a civil manner toward students, staff and visitors to the schools.

### ACTIONS NOT TOLERATED

The use of lewd, profane or vulgar language is prohibited. In addition, students shall not engage in behaviors such as hazing, bullying, menacing, taunting, intimidating, verbal or physical abuse of others, or other threatening behavior.<sup>1</sup> This policy extends to any/all student language or behavior including, but not limited to, the use of electronic or online methods. Such behavior is disruptive of the educational process and interferes with the ability of other students to take advantage of the educational opportunities offered.

These provisions shall not be interpreted to prohibit civil exchange of opinions or debate protected under the state or federal constitutions where the opinion expressed does not otherwise materially or substantially disrupt the education process or intrude upon the rights of others.

Students who violate this policy shall be subject to appropriate disciplinary action.

### BULLYING DEFINED

Bullying refers to any intentional act by a student or groups of students directed against another student to ridicule, humiliate, or intimidate the other student while on school grounds, or at a school sponsored activity, which acts are repeated against the same student over time.

### REPORTS

As provided in the District Code of Acceptable Behavior and Discipline, students that believe they are victims of bullying/hazing shall be provided with a process to enable them to report such incidents to District personnel for appropriate action.

**Employees are expected to take reasonable and prudent action in situations involving student welfare and safety, including following District policy requirements for intervening and reporting to the Principal or to their immediate supervisor those situations that threaten, harass, or endanger the safety of students, other staff members, or visitors to the school or District. Such instances shall include, but are not limited to, bullying or hazing of students and harassment/discrimination of staff, students or visitors by any party.**

Students who believe they have been a victim of bullying or who have observed other students being bullied shall, as soon as reasonably practicable, report it.

The District Code shall specify to whom reports of alleged instances of bullying or hazing shall be made. In serious instances of peer-to-peer bullying/hazing/harassment, employees must report to the alleged victim's Principal, as directed by Board policy 09.42811. The Principal/designee shall investigate and address alleged incidents of such misbehavior.

In certain cases, employees must do the following:

1. Report bullying and hazing to appropriate law enforcement authorities as required by policy 09.2211; and
2. Investigate and complete documentation as required by policy 09.42811 covering federally protected areas.

**OTHER CLAIMS**

When a complaint is received that does not appear to be covered by this policy, administrators shall review other policies that may govern the allegations, including but not limited to, 09.426 and/or 09.42811. Harassment/discrimination allegations shall be governed by Policy 09.42811.

**STUDENTS 09.42811**

**Harassment/Discrimination**

**DEFINITION**

Harassment/Discrimination is unlawful behavior based on race, color, national origin, age, religion, gender, or disability that is sufficiently severe, pervasive, or objectively offensive that it adversely affects a student's education or creates a hostile or abusive educational environment.

The provisions of this policy shall not be interpreted as applying to speech otherwise protected under the state or federal constitutions where the speech does not otherwise materially or substantially disrupt the educational process, as defined by policy 09.426, or where it does not violate provisions of policy 09.422.

**PROHIBITION**

Harassment/Discrimination is prohibited at all times on school property and off school grounds during school-sponsored activities. This prohibition also applies to visitors to the school who may come into contact with employees and students. (Acts of harassment/discrimination based on sex may be committed by persons of the same or the opposite sex.)

District staff shall provide for a prompt and equitable resolution of complaints concerning harassment/discrimination.

**DISCIPLINARY ACTION**

Students who engage in harassment/discrimination of an employee or another student on the basis of any of the areas mentioned above shall be subject to disciplinary action, including but not limited to suspension and expulsion.

**GUIDELINES**

Students who believe they or any other student, employee, or visitor is being or has been subjected to harassment/discrimination shall, as soon as reasonably practicable, report it. In each school building, the Principal is the person responsible for receiving reports of harassment/discrimination at the building level. Otherwise, reports of harassment/discrimination may be made directly to the Superintendent. Additionally, if sexual discrimination or harassment is being alleged, reports may be made directly to the District Title IX Coordinator. Complaints of harassment/discrimination, whether verbal or written, shall lead to a documented investigation and a written report. Without a report being made to the Principal, Superintendent or Title IX/Equity Coordinator, the District shall not be deemed to have received a complaint of harassment/ discrimination.

Employees who believe prohibited behavior is occurring or has occurred shall notify the victim's Principal, who shall immediately forward the information to the Superintendent.

The Superintendent shall provide for the following:

1. Investigation of allegations of harassment/discrimination to commence as soon as circumstances allow, but not later than three (3) school days of receipt of the original complaint, regardless of the manner in which the complaint is communicated to a District administrator. A written report of all findings of the investigation shall be completed within thirty (30) calendar days, unless additional time is necessary due to the matter being investigated by a law enforcement or governmental agency. The Superintendent/designee may take interim measures to protect complainants during the investigation.
2. A process to identify and implement, within five (5) school days of the submission of the written investigative report, methods to correct and prevent reoccurrence of the harassment/discrimination. If corrective action is not required, an explanation shall be included in the report.
3. A process to be developed and implemented to communicate requirements of this policy to all students, which may include, but not be limited to, the following:
  - written notice provided in publications such as handbooks, codes, and/or pamphlets; and/or
  - such other measures as determined by the Superintendent/designee.

Method(s) used shall provide a summary of this policy, along with information concerning how individuals can access the District's complete policy/procedures and obtain assistance in reporting and responding to alleged incidents. Students, parents or guardians, as appropriate, will be directed to sign an acknowledgement form verifying receipt of information concerning this policy as part of the Board-approved code of acceptable behavior and discipline.
4. Age appropriate training during the first month of school to include an explanation of prohibited behavior and the necessity for prompt reporting of alleged harassment/discrimination; and
5. Development of alternate methods of filing complaints for individuals with disabilities and others who may need accommodation.

When sexual harassment is alleged, the District's Title IX Coordinator, as designated in the student handbook/code, shall be notified.

## **NOTIFICATIONS**

Within twenty-four (24) hours of receiving a serious allegation of harassment/discrimination, District personnel shall attempt to notify parents of both student victims and students who have been accused of harassment/discrimination.

In circumstances also involving suspected child abuse, additional notification shall be required by law. (See Policy 09.227.)

In applicable cases, employees must report harassment/discrimination to appropriate law enforcement authorities in accordance with law.<sup>1</sup>

## **PROHIBITED CONDUCT**

Depending on the circumstances and facts of the situation, and within the definition of harassment/discrimination contained in this policy, examples of conduct and/or actions that could be considered a violation of this policy include, but are not limited to:

1. Any nicknames, slurs, stories, jokes, written materials or pictures that are lewd, vulgar, or profane and relate to any of the protected categories listed in the definition of harassment/discrimination contained in this policy.
2. Unwanted touching, sexual advances, requests for sexual favors, and spreading sexual rumors;
3. Instances involving sexual violence;
4. Causing a student to believe that he or she must submit to unwelcome sexual conduct in order to participate in a school program or activity or that an educational decision will be based on whether or not the student submits to unwelcome sexual conduct;
5. Implied or overt threats of physical violence or acts of aggression or assault based on any of the protected categories;
6. Seeking to involve students with disabilities in antisocial, dangerous or criminal activity where the students, because of disability, are unable to comprehend fully or consent to the activity; and
7. Destroying or damaging an individual's property based on any of the protected categories.

## **CONFIDENTIALITY**

District employees involved in the investigation of complaints shall respect, as much as possible, the privacy and anonymity of both victims and persons accused of violations.

## **APPEAL**

Upon the completion of the investigation and correction of the conditions leading to the harassment/discrimination, any party may appeal in writing any part of the findings and corrective actions to the Superintendent.

If a supervisor is an alleged party in the harassment/discrimination complaint, procedures shall also provide for addressing the complaint to a higher level of authority.

Failure by employees to report, notify, and/or initiate an investigation of alleged harassment/discrimination as required by this policy, or to take corrective action shall be cause for disciplinary action.

## **RETALIATION PROHIBITED**

No one shall retaliate against an employee or student because s/he submits a grievance, assists or participates in an investigation, proceeding, or hearing regarding the charge of harassment/discrimination of an individual or because s/he has opposed language or conduct that violates this policy.

Upon the resolution of allegations, the Superintendent shall take steps to protect employees and students against retaliation.

## **FALSE COMPLAINTS**

Deliberately false or malicious complaints of harassment/discrimination may result in disciplinary action taken against the complainant

## **OTHER CLAIMS**

When a complaint is received that does not appear to be covered by this policy, administrators shall review other policies that may govern the allegations, including but not limited to, 09.422 and/or 09.426.

## **CHILD ABUSE**

### **Report Required**

Any teacher, school administrator, or other school personnel who knows or has reasonable cause to believe that a child under age eighteen (18) is dependent, abused or neglected shall immediately make a report to a local law enforcement agency or the Kentucky State Police, the Cabinet for Families and Children or its designated representative, the Commonwealth's Attorney or the County Attorney in accordance with KRS 620.030. After making the report, the employee shall notify the Principal of the suspected abuse, who then shall also promptly make a report to the proper authorities for investigation. If the Principal is suspected of child abuse, the employee shall notify the Superintendent/designee who shall also promptly report to the proper authorities for investigation. Only agencies designated by law are authorized to conduct an investigation of a report of alleged child abuse. Therefore, the District shall not first investigate a claim before an employee makes a report to the proper authorities. However, in certain situations, reports involving claims made under state and federal laws, such as Title IX, shall require the District to conduct an independent investigation of the allegations after making the required report.

### **Written Report**

The person reporting shall, if requested, in addition to the report required above, file with the local law enforcement agency or the Kentucky State Police or the Commonwealth's or County's Attorney or the Cabinet for Families and Children or its designated representative within forty-eight (48) hours of the original report a written report containing specific information regarding the child, the child's parents or guardians, and the person allegedly responsible for the abuse or neglect. Written Records Copies of reports kept by the District that are submitted to authorities in compliance with the child abuse law are educational records and subject to inspection by the parents of the alleged victim of child abuse. Whether the records are considered "internal records", and not maintained with the students' "permanent records", is immaterial if such records are directly related to students and are maintained by the school or school district.

## **DRESS CODE**

Student dress for school and related school functions shall be appropriate for the learning environment. Students are expected to dress in a manner that does not interfere with or disrupt the educational process. Students are expected to exhibit neatness and cleanliness of personal attire and hygiene.

1. Clothing shall be no more than 2 inches above the Knee Cap as measured by the short side of a credit card.
2. Undergarments or pajamas are not to be worn as outer garments.
3. No exposed Bra-straps or underwear.
4. Clothing shall not display tobacco, alcoholic beverages, illegal substances, or be of a sexual or offensive nature.
5. Halter-tops, spaghetti straps, razor-back shirts, muscle shirts, cut-off T-shirts, off-the-shoulder garments, see-through or mesh type garments, shirts with open sides, or any tops that expose cleavage or the midriffs are prohibited.
6. Pants, shorts, dress, or skirts should not have any tears that would be inappropriate. Any holes above the knee must be permanently patched if skin or undergarments are exposed. (e.g.: tights, shorts, pants pocket, etc.)
7. During school hours, students may not wear a hat, sweatband, or other attire that covers the entire top of the head (e.g. hooded sweatshirts) unless for religious or medical purposes. On occasions, students may wear caps on designated pre-announced days.
8. Students are not permitted to wear gang paraphernalia.
9. No form fitting pants (such as yoga pants) may be worn as pants without additional covering that adheres to dress code.
10. Students are not permitted to wear wallet chains or spiked accessories.

## **CONSEQUENCES**

1<sup>st</sup> offense: Student will lose break. Parent will bring appropriate clothes to school.

2<sup>nd</sup> offense: Student will receive ISS. The parent/guardian will bring appropriate clothing to school. The student will conference with administration.

3<sup>rd</sup> offense: The parent/guardian will have to bring appropriate clothing to school. The student will be assigned ISS or possible suspension. A conference between school administration and the parent/guardian will be scheduled.

## **EVACUATION DRILLS**

Drills are held monthly and each room has a pattern for evacuation. Every student and teacher should be familiar with the pattern in his or her room. All alarms are to be followed unless the principal's office states differently. Students are to go away from the building. When leaving the front exits, go across the road and if further instructed enter the mini-park. If exiting out the back or end of the building, get as far from the building as is practical. Students should remain with their teacher at all times.

## **HEALTH INFORMATION**

Parents have the responsibility to notify school personnel of medical conditions by completing and returning the Emergency Information form.

## **MEDICATIONS**

Students must bring all medications (prescription and over-the counter), to the office. Medications must be administered in the office and the Authorization to Administer Medication form must be completed. A section of this form requires a doctor's signature that will indicate the necessity of administering the medication. **DO NOT SEND MORE THAN ONE WEEK'S SUPPLY AT A TIME!** The medications must be in the original container, with instructions for administration. The Authorization to Administer Medication form can be obtained in the office.



## **RELEASE OF STUDENTS AND STUDENT INFORMATION TO DIVORCED OR SEPARATED PARENTS**

Unless the school has been informed and given evidence of state law or court order concerning the status of the student:

1. Both parents shall have equal access to any information concerning the students.
2. Both parents shall have the right to release of the student under their care.

## **RELEASE OF STUDENTS DURING THE SCHOOL DAY**

Principals are responsible for the safety and welfare of the students in their custody. Any request for the release of a student must be carefully evaluated in terms of safety of the student.

All requests from parents/guardians must be verified before considering the release of a student.

1. Releasing students to adults: It is the principal's/designee's responsibility to know or to verify the identity of any person to whom a student is released. By law, a student may only be released to a parent/guardian, unless permission is given in writing to the school by the parent/guardian for the student to be released to anyone else as indicated on the Student Sign-Out Sheet.
2. In an effort to ensure the safety of all students, JIS requires that the parent/guardian submit signed documentation (Student Sign-Out Sheet) verifying any adult to whom their child can be released. This applies to all students, including those who drive.
3. Students shall not sign out on a regular basis. The office shall verify all requests for early release. Periodically, records shall be reviewed for the purpose of collecting data to assist in the determination of any future requests.
4. A student who becomes sick is to report to the office. Parents/Guardians will be contacted if the student needs to go home.
5. Doctor, dental, orthodontic appointments should be made after school or on non-school days. Please refer to the district calendar.
6. A student is not to leave school grounds while school is in session without securing permission from the principal/designee.
7. No teacher shall send a student home or grant permission for the student to leave school property during the school day.
8. No student will be released to leave with another student while school is in session or in cases of early dismissal of school due to inclement weather or other emergencies. Unless the "other" student or parent is on their sign out sheet.
9. The guidelines for excused and unexcused absences apply to signing out for any part of the school day.
10. State law prohibits students to be released by a phone call. If you feel this would be an issue, contact the office to see if a staff member can be put on the sign out sheet.
11. In the event of extracurricular activities, if the team leaves early, student may be signed out early. Otherwise, they are expected to complete the full day of school.

**EIGHTH GRADE / SENIOR TRIPS / GRADUATIONS / AND OTHER NON-  
INSTRUCTIONAL CLASS FIELD TRIPS**

Eighth grade and Senior Trips are reward trips for students. Therefore, students have to adhere to the following conditions in order to participate:

1. 90% attendance is required to attend 8<sup>th</sup> grade trip/graduation, senior trip/graduation, or other non-instructional class field trips (including excused and unexcused absences).
2. No more than 3 placements in ISS or ASD (After School Detention)
3. No referral to Alternative Education
4. No more than 2 suspensions

**PROM ATTENDANCE POLICY**

**I/My student, understand that the prom attendance policy is as follows:**

**Only those students who have gained enough credits to be in a junior or senior homeroom at the beginning of the school year will be eligible to attend the junior-senior prom as upperclassmen.**

**Attendance must be 90% up to and including the day before the prom. For example, if we are in school for 145 days before the prom, then the student cannot have more than 14.5 absences. This includes excused and unexcused absences.**

**In the event of excessive absences, there is an appeal policy in force. A committee will review the appeal request and make a decision based on reason for absence.**

Parent/Guardian Signature: \_\_\_\_\_

Student Signature; \_\_\_\_\_

**GRADUATIONS ATTENDANCE POLICY**

**I/My student, understand that the graduation attendance policy is as follows:**

**Graduation exercises are planned by the school to honor students for their accomplishments. The ceremony is a privilege and is not mandatory for students.**

**Attendance must be 90% up to and including the day before the graduation. For example, if we are in school for 170 days before the graduation, then the student cannot have more than 17 absences. This includes excused and unexcused absences.**

**In the event of excessive absences, there is an appeal policy in force. A committee will review the appeal request and make a decision based on reason for absence.**

Parent/Guardian Signature: \_\_\_\_\_

Student Signature; \_\_\_\_\_

## ATTENDANCE POLICY

All students are required by law to attend school every day and to be on time for school and all classes. Tardiness is not just being late for school as traditionally interpreted; it is defined by law as any amount of instructional time missed. This includes being late to school or leaving school before classes are dismissed.

By the definition of truancy, any child who has been absent or tardy from school without a valid excuse for three or more days is a truant. The Director of Pupil Personnel (DPP) has the authority to initiate truancy proceedings in District Court after six unexcused absences or tardies are reported to the central office.

Once a week, the Attendance Clerk will print out a list of students who have been absent/tardy during that week. This will be accumulative for the semester. Copies will be given to the principal for evaluation and forwarded to the DPP. In addition, one hour after school begins each day the Attendance Clerk/designee will call the parent(s)/guardian(s) of students who are absent.

Excused and unexcused absences are recorded daily by the district to comply with KRS 159.051 and 702 KAR 7:125. Accurate records of excused absences are also necessary to avoid loss of driver's license for a student who is sixteen (16) or older. Nine (9) or more unexcused absences shall be reported to the Department of Transportation for students who are 16 years or older, which will result in the loss of driver's license/permit. Students whose driving permits are revoked, but later meet the statutory standards for reinstatement, must apply to the Director of Pupil Personnel to have their standing confirmed. The District shall make the required report to the appropriate agency.

1. It is the parent(s)/guardian(s) & student's responsibility to notify the school on the day that a student is absent.
2. It is the parent(s)/guardian(s) & student's responsibility to ensure that written notification of an excused absence is given to the appropriate staff upon the student's return to school.
3. Students are required to have a parent signature (or the signature of an individual, 18 years or older, listed on the Student's Sign-Out Sheet) on an entry log (late to school) if arriving in the building late, or exit log (out of school early) if leaving the building during any part of the instructional day.

(See Statutes: 702 KAR 7:125; KRS 159.150 and House Bill 900; KRS 159.051)

Compulsory Attendance Statutes require that all students must be in school unless he/she has a valid reason.

### **159.180 Parents responsible for children's violations**

Every parent, guardian, or custodian of a child residing in any school district in this state is legally responsible for any violation of KRS 159.010 to 159.170 by the child.

### **159.990 Penalties**

Kentucky law holds the parent, guardian, or custodian of a public school student who has not reached his or her eighteenth birthday accountable if the student fails to comply with school truancy laws; Any parent, guardian, or custodian who fails to comply with the requirements may face fines of one hundred dollars for the first offense, two hundred fifty dollars for the second offense, and a Class B misdemeanor for each subsequent offense. Charges of **educational neglect** or **unlawful transaction with a minor** may also be filed.

The Attendance Committee (consisting of principal, educator, counselor, school nurse, DPP, and other school personnel) will meet with Middle/High students after three (3) unexcused absences/tardies. When a Middle/High student has acquired six (6) unexcused absences/tardies, the Attendance Committee will meet with the child's parent/guardian.

For students in grades K-5, the Attendance Committee will meet with parents after three (3) unexcused absences.

## PROCEDURE TO FOLLOW AFTER AN ABSENCE

If a student misses any part of the school day, it is the parent(s)/guardian(s) & student's responsibility to ensure that written notification of excused absence is given to the appropriate staff upon the student's return to school. Students are required to make up any and all missed assignments during their absence(s).

1. Deliver excuse to designated area before the start of the school day. The note from a parent/guardian explaining why you were absent must be presented to the principal/ designee.
2. A Doctor's visit, Dental/Orthodontic work or court should always be accompanied by an excuse from the doctor/dentist/orthodontist; otherwise, it will be considered a note from home. These excuses must indicate the time of arrival and departure from the doctor's office. Please refer to the district calendar to schedule any and all appointments. This will ensure that the student does not miss any instructional days.
3. The fact that a student is signed out of school by the parent/guardian does not necessarily constitute an excused absence. The reason for leaving school must meet the requirements for an excused absence in this book. If not, the stipulations for an unexcused absence will be enforced. Extenuating circumstances will be dealt with at the discretion of the Principal.

## TARDY REGULATIONS

State law classifies being tardy three times as habitual tardiness.

1. A student will be marked tardy to school if he/she arrives after the beginning of school.
2. A student will be considered tardy if he/she arrives to class after the tardy bell has sounded.
3. A student reporting to class tardy will be marked accordingly.
4. A student will be counted tardy if he/she leaves school early.
5. If a student's name appears on the absentee list or is marked absent on Infinite Campus, he/she must have a tardy slip from the office before reporting to the first class of their day.
6. The student is responsible directly to the teacher for being in class on time.
7. Procedures for tardies are as follows:  
1<sup>st</sup> – 3<sup>rd</sup> = Student-Teacher Conference  
4<sup>th</sup> = 1 day of ISS  
\*\*Habitual tardies after each set of 4 infractions will result in an additional day of ISS. This means that a student who acquires 8 tardies in a given semester will be assigned 2 days ISS, etc.
8. Discipline for tardies resets each semester.
9. If a teacher causes a student to be late for another class, the teacher should send a note with the student explaining why the student is late for class.

## EXCUSED ABSENCES

An excused absence or tardy is:

### NOTES FROM HOME

1. Student illness that is verified by a note from the parent/guardian (considered at the discretion of the principal).
2. Students are allowed 2 NOTES FROM HOME per semester. After the second note, any NOTE FROM HOME will be dealt with at the discretion of the Principal.
3. A NOTE FROM HOME will be valid for two consecutive days. If a student is so sick they need to miss more than two days of school, they need to see a doctor. Extenuating circumstances will be dealt with at the discretion of the Principal.
4. Death or severe illness in the pupil's immediate family (father, mother, brother, sister, grandfather, grandmother) will be considered excused by the Principal. Extenuating circumstances will be dealt with at the discretion of the Principal.

## **OTHER TYPES OF EXCUSED ABSENCES**

5. Physician or dentist statement with proper documentation of student's visit to the physician/dentist
6. Court subpoena or summons (Court excuses must designate time of arrival and departure from court)
7. Failure of bus transportation (missing the bus is no excuse)
8. Taking the driver's license exam or driver's license permit test (1/2 day only)
9. Religious holidays and practices (Prior approval by the principal is needed)
10. One day for attendance at the Kentucky State Fair
11. A student will be excused for one day for the military deployment of a parent/guardian and one day when a parent/guardian returns from military deployment.
12. Once a student returns to school after an absence, he/she will have up to 3 days to turn in a valid excuse to be deemed an excused absence. After 3 days, the student's absence will be counted as unexcused. Extenuating circumstances will be dealt at the discretion of the Principal.

## **MAKE-UP WORK FOR ABSENCES**

- A student returning to school after an excused absence is expected to request make-up work within three (3) days of his/her return or in accordance with the make-up procedures documented in the course syllabus for each class. Deadline for the completion of work will be determined by the teacher.
- The make-up work will include only written daily work, tests, or other major projects. Some class work/discussion may be impossible to make up.
- The make-up work will be provided as arranged with the teacher.
- The make-up work will be made up within a week of the students return unless an extended illness and doctor's statement supports a need for an extension to be determined by the Principal or Designee.
- **ALL MISSED TESTS MUST BE MADE UP AFTER SCHOOL OR BEFORE SCHOOL. ESS TEACHERS WILL PROVIDE ASSISTANCE IN MAKING UP TESTS OR OTHER ASSIGNMENTS IF NEEDED.**

## **UNEXCUSED ABSENCES**

1. Students will be expected to make up any and all work missed in afterschool tutoring (ESS) only.
2. There will be a 10% deduction for each day assignments that are late up to 5 days. No late assignments will accepted after this time.

## **SUSPENSION AND MAKE-UP WORK**

- Projects or homework assigned *prior* to the suspension shall be accepted for credit.
- Students shall be responsible for submitting any pre-assigned assignments due during their time of suspension.
- Long-term projects assigned during the suspension and due at a later date shall be accepted.
- Work assigned and due during a suspension is expected to be turned in upon returning to school.

## **EDUCATIONAL ENHANCEMENT OPPORTUNITY (EEO) DAYS**

Educational Enhancement Opportunity (EEO) Days, authorized by KRS 159.035, allow principals to grant students an excused absence to pursue an extraordinary educational opportunity. The expectation is that the activity for which the excuse was granted would provide a high-quality, educationally relevant experience that supports the student's in-school program. In order for a principal to approve an EEO day, the principal must determine that the activity has significant educational value. Examples that are provided in the statute are participation in educational foreign exchange programs, or in intensive instructional, experiential or performance programs in English, mathematics, science, social studies, the arts, and foreign language. **Please be aware that the request and approval of the EEO by the JIS Board of Education are to occur prior to the student's absence.** For further questions/inquiries, please contact building level principal.

## **HOMEBOUND/HOMEHOSPITAL**

For a student who is absent for five (5) or more consecutive days due to a justifiable illness, homebound/home hospital services may be utilized to provide an education to the student. It is the parent's/guardian's responsibility to request the homebound/home hospital application from the Central Office and to have the application completed by either a physician, psychiatrist, or licensed psychologist (as appropriate).

## STUDENT DRIVING/PARKING POLICIES AND GUIDELINES

1. The vehicle must be properly licensed and insured according to state regulations. A copy of the vehicle's registration, driver's license, and state insurance card must be on file in the principal's office with the application. Applications are available at the Principal's Office.
2. Drivers must have a valid operator's license.
3. Students must use the parking areas designated for student use. Parking in other areas not designated for student parking is prohibited.
4. The parking permit must be purchased for \$5.00 and is to be displayed on the windshield.
5. Upon entering the campus, students must park their vehicle, exit immediately and enter the building.
6. Students shall not return to the vehicle or be in the vehicle while school is in session unless accompanied/given permission by the principal or designee.
7. The speed limit on school grounds is 10 M.P.H.
8. Any acts such as squealing of tires, revving of engine, etc. will be determined to be reckless driving, and therefore, will cause a student's driving/parking privilege to be suspended.
9. **A student's driving/parking privilege will be suspended once the student has reached truancy level (3 unexcused tardies and/or 3 unexcused absences). Reinstatement will be granted after one calendar month of no unexcused tardies and/or unexcused absences. After 6 unexcused tardies and/or 6 unexcused absences a student's driving/parking privilege will be suspended and reinstatement will be granted after one calendar month of no unexcused tardies and/or unexcused absences. After 9 unexcused tardies and/or 9 unexcused absences, parking privileges will be suspended for the remainder of the school year.**
10. No littering—each student is expected to do his/her part in keeping the parking area clean and free of litter.
11. **School Dismissal:**
  - a. Students are not permitted to go to vehicles until after the dismissal bell without the principal's permission.
  - b. All traffic will yield to buses and pedestrians when exiting school property.
  - c. Students with driving privileges shall not be dismissed or permitted to sign out without a parent's signature on the Entry/Exit Log (as required by state regulation 702 KAR 7:125).
  - d. Early dismissal from school to go to work will not be permitted.
12. The school and/or board of education will not assume responsibility for any damage that may occur while the vehicle is on campus.
13. No tobacco products, alcoholic beverages, illegal or controlled substances, or weapons (See definition Pg. 11 and 12) are allowed in students' vehicles. A student's vehicle may be searched if there is reasonable suspicion that the vehicle contains materials, substances, or items forbidden by school rules and/or by local and/or county and/or state and/or federal laws and/or regulations.
14. The school administration reserves the right to have "spot checks" by law enforcement agencies. Note: This would be similar to a "spot check" by the state police on a public highway with the focus being vehicle maintenance as it relates to safety or the possession of illegal substances or items.
15. No students will be permitted to leave school during lunchtime.
16. Any vehicles driven to school by students and parked on property owned by someone other than the school district (i.e., city streets, city parking structure, private property owners, etc.) shall be subject to the laws and regulations of the city, county, and/or state, as appropriate. Until the end of the school day, students shall not be allowed to return to their vehicles (parked on property other than school property).
17. No student driver may have anyone in the vehicle with them without prior written approval. Approval will be granted only after written permission is received from parents or from legal guardians of all occupants in the vehicle, including the driver's parents. A copy of the documentation must be kept in the glove compartment at all times for inspection by school officials and on file in the office. Violation of this rule shall result in the immediate loss of driving privileges.
18. If a student uses his/her vehicle to leave campus unauthorized before dismissal time, he/she will automatically lose his/her driving privileges for an amount of time determined by the principal.
19. Students that participate in extracurricular activities shall ride the bus to and from each activity. If parents choose to transport their children, they may do so with written request to the coach or sponsor. If a parent wishes their child to ride with another parent, this is allowable with a written request to the coach. Phone calls are not sufficient to allow a student to ride with another parent.

**TERMS OF VIOLATION OF STUDENT DRIVING/PARKING POLICIES AND GUIDELINES 1-14**

**THESE ARE IN ADDITION TO THE CATEGORY TWO VIOLATION CONSEQUENCES**

- A. First Offense – Suspension of driving privileges for one week
- B. Second Offense – Suspension of driving privileges for six weeks
- C. Third offense – Suspension of driving privileges for remainder of school year

**TERMS OF VIOLATION OF STUDENT DRIVING/PARKING POLICIES AND GUIDELINES 15-18**

**THESE ARE IN ADDITION TO THE CATEGORY TWO VIOLATION CONSEQUENCES**

- A. IMMEDIATE LOSS OF THE PRIVILEGE OF DRIVING TO SCHOOL FOR THE YEAR

**NO PASS/NO DRIVE (KRS 159.051)**

The "No Pass/No Drive" statute (KRS 159.051) will become law on June 25, with implementation beginning August 1.

Beginning August 1, 2007, any sixteen (16) or seventeen (17) year old applying for a driver's permit or license will be required to have a completed school compliance verification form.

The "No Pass/No Drive" statute requires the denial or revocation of a student's driver's license for academic deficiency or dropping out of school as a result of unexcused absences. Academic deficiency is defined as not having passing grades in at least four courses, or the equivalent of 66%, in the preceding semester (See Chart Below). Reports of noncompliance based on academic deficiency will be made via the web portal beginning with grades from the fall 2007 semester.

If the student is not compliant, a form will not be issued. If a sixteen (16) or seventeen (17) year old student (with a driver's permit or license) accumulates nine or more unexcused absences, the school will report the student as noncompliant via the web portal at the end of each semester or may be made earlier in the semester. Any absences due to suspension shall be unexcused absences. Additionally, if a sixteen (16) or seventeen (17) year old driver drops out of school, a report of noncompliance will be made via the web portal.

Academic Deficiency (as defined and recommended by KDE)

Courses Per Semester	Number of Courses Student Would Need to Pass to be Compliant
4	3
5	4
6	4
7	5
8	6

## DISCIPLINE

### SAFE EDUCATIONAL ENVIRONMENT

Subject to freedoms guaranteed by the United States and Kentucky Constitutions, both staff and students are expected to treat one another with courtesy and respect at all times. Subject to constitutional provisions, speech and/or conduct which are disruptive of the educational environment will not be tolerated and may result in discipline in accordance with applicable law, Board policy, and this Code of Conduct. In order for students to learn in a safe and secure environment, speech and conduct must not disrupt a safe learning environment.

### ZERO TOLERANCE

The Jenkins Independent School District has adopted a Zero Tolerance policy in the areas of drugs, alcohol, weapons (as defined by the Criminal/Penal Code of Kentucky), tobacco, and violence. In order for students to attend drug-free and alcohol-free school related and school sponsored activities and trips, upon reasonable suspicion of a student being under the influence of drugs or alcohol, the personnel of the school district may utilize a breathalyzer, gaze & stagger test, field sobriety test, a drug sniffing dog, and/or any other means necessary to ensure a drug-free and alcohol-free school. A hand-held metal detector or scanner may be used to conduct a student search when this method is deemed appropriate by the principal or other administrative personnel.

#### **500.080 Definitions for Kentucky Penal Code.**

As used in the Kentucky Penal Code, unless the context otherwise requires:

“Deadly Weapon” means any of the following:

- a) A weapon of mass destruction;
- b) Any weapon from which a shot, readily capable of producing death or other serious physical injury, may be discharged;
- c) Any knife including a pocket knife;
- d) Billy, nightstick, or club;
- e) Blackjack or slapjack;
- f) Nunchuk karate sticks;
- g) Shuriken or death star; or
- h) Artificial knuckles made from metal, plastic, or other similar hard material

Unlawful possession of a weapon on school property in Kentucky is a felony punishable by a maximum of five (5) years in prison and a ten thousand (\$10,000) fine.

#### **527.020 Carrying concealed deadly weapon.**

A person is guilty of carrying a concealed weapon when he carries concealed a firearm or other deadly weapon on or about his person.

### STUDENT SEARCHES

School officials have the right to search students or their personal property/belongings if the officials have reasonable suspicion that the student may be in possession of something that violates school rules or endangers others. The purpose of searching students, their personal belongings, lockers, desks, or automobiles is to protect the property and safety of others and/or to maintain the ongoing educational process of the school. Students have the protection, as do all citizens, against unreasonable search and seizure of their property. The school and the pupil jointly hold school property, such as lockers and desks. School authorities have the right to conduct general inspection of all such property on a regular basis. During these inspections, items that are school property, such as overdue library books, may be collected. **Students should not expect privacy to items left in such locations.** A single desk or locker may be searched if reasonable grounds exist to believe that evidence of a violation of the law or a school rule is contained therein.

Searches will be used when other techniques to remedy the situation have been exhausted and/or when there is an immediate danger to life or safety. A hand-held metal detector or scanner may be used to conduct a student search when this method is deemed appropriate by the principal or other administrative personnel. Illegal items (e.g., weapons, drugs, etc.) or other possessions reasonably determined by proper school authorities to be a threat to the pupil's safety or to other's safety and security may be seized by school officials. A staff member may temporarily remove items, which may be used to disrupt or interfere with the educational process, from the pupil's possession.



Such items may be returned to the pupil by the staff member or through the principal's office. Students who fail to cooperate with school authorities when requested to shall be subject to other disciplinary action.

### **SEARCHES CONDUCTED BY LAW ENFORCEMENT AGENCIES AND SEARCH ANIMALS**

The Jenkins Independent School District may, at the discretion of the Superintendent, utilize personnel and search animal(s) from local and/or state and/or federal law enforcement agencies to conduct searches of school property, lockers, and/or automobiles. The searches may be conducted at any time and without previous notice to school personnel and/or students. The following procedures will be used when conducting the searches:

1. The school district reserves the right to conduct searches at any time during the school day; prior to departure on school related trips; upon return from school related trips; prior to, during, or at the conclusion of school sponsored or school related activities.
2. Prior to the initiation of a search during the school day, personnel designated by the superintendent, in cooperation with the law enforcement agencies shall enter the school building and request the principal to announce that all students are to go into their assigned classrooms and remain in the classrooms until further notice. If they are at lunch or another activity, then they are to remain in lunch or the activity until further notice.
3. Upon making the announcement, the principal and designated personnel shall walk through the hallways to ensure that no students are in the hallways. Students found in the hallways shall be escorted to their assigned classroom. (Students found at their lockers or in/at their automobile after the announcement is made will give cause for reasonable suspicion and their lockers and/or automobiles will be searched more extensively.)
4. After it is determined that no students are in the hallway, the law enforcement agency personnel and the search animal(s) shall enter upon the school property and/or into the school building and begin the search process.
5. Students, to whom lockers are assigned, shall be held responsible for the items and/or substances contained and found within the lockers.
6. Individuals/students, to whom automobiles belong, will be held responsible for the items and/or substances contained and found within the automobiles.
7. Any suspicious items or substances found upon the school property, in lockers, or in automobiles shall be appropriately documented and confiscated for evidence to be used in possible future action by the superintendent and Board of Education and/or in a court of law.
8. Upon completion of the search process, the law enforcement personnel and search animal(s) will exit the school building and property and the principal shall announce school wide that the school schedule will again resume its normal process.
9. Prior to entering the school buildings or upon exiting the school buildings, school buses, and other vehicles on the school property will be searched. (The search may include all buses and vehicles or may be a random search.)
10. Law enforcement agency personnel will then meet with appropriate school district personnel to share information from the search and to discuss appropriate action to be taken in response to items and/or substances found during the search.
11. Students and/or individuals, to whom the lockers are assigned and/or to whom the automobile belongs and in which the suspicious items and/or substances were found, will be contacted by appropriate personnel to discuss the items and/or substances found and possible charges.

### **BEHAVIOR VIOLATIONS**

Teachers and administrators are expected to use professional judgment to apply these rules fairly and consistently. In general, the concept of fitting the punishment to the seriousness of the violation of the rules shall apply at all levels. The principal reserves the right to determine the severity of the offense. Consequences for violations of this Code may include, but not be limited to, suspension or expulsion of students; actions against classified employees pursuant to KRS 161,011, and against certified employees pursuant to KRS 161,790, and other applicable law and regulation. Discipline may also include counseling or other specific actions as may be deemed appropriate by responding officials, and directive to reform or refrain from particular speech or conduct in the future. Staff and students are further notified that violations as described herein may be subject to criminal prosecution and penalty in accordance with the applicable law.

## **CONSTITUTIONAL RIGHTS NOT INFRINGED**

Nothing herein shall be interpreted to prohibit the civil exchange of opinions or debate or other conduct or speech protected under the state or federal Constitutions when such speech or conduct does not otherwise materially or substantially disrupt the educational process or intrude upon the constitutional rights of others.

## **DISCIPLINARY GUIDELINES FOR MINOR OFFENSES**

(PER TEACHER) (Classroom Disruptions and/or Offenses)

First Offense: Teacher documents and disciplines.

Second Offense: Teacher documents, disciplines, and calls home.

Third Offense: Document, set up parent-teacher conference (include an administrator), and disciplines.

Fourth Offense: Document and send referral (documenting the above steps) to administration.

Fifth or more Offense: Repeat step four (4).

\*Failure to complete in school discipline will result in moving to the next step.

(Cheating: Students who are caught cheating or allowing others to cheat will receive a zero (0) for the assignment/test. Punishment for cheating is handled by the classroom teacher. However, cheating that is the result of plagiarism is a Category Two Violation and may warrant further consequences.)

## **OFFICE LEVEL**

The student shall be disciplined for committing the offenses listed below while on school property or school sponsored activities. (For purposes of this section, "school property: means any public school building, bus, public school campus, grounds, recreational area, or athletic field, in the charge of the principal or other school personnel.) Certain violations will be handled with informal or in school disciplinary measures. Some of these offenses may also result in the student not being allowed access to school bus transportation (for bus misconduct), internet services, a suspension (short or long term), placement in alternative programs, or expulsion from school.

- The principal may require the student to take the misconduct report home to be signed by his/her parent/guardian. If requested by the principal, the signed report must be returned to the school's principal.
- Any student not returning a disciplinary report signed by their parents/guardians as requested by the principal will be subject to additional disciplinary action for not following the principal's directives.

## **PARENT/GUARDIAN CONFERENCE**

When a student's misbehavior continues, despite repeated efforts to correct it by school personnel, the principal shall call a conference to meet with the student, the student's parent/guardians, and appropriate school staff. The principal will schedule the conference in consultation with the parent/guardians. If telephone or personal contact with the parent cannot be made, written notice of the conference shall be sent. A mutually acceptable method of conferring should be agreed upon if a conference at school (or during school hours) is not possible for the parent/guardian. If multiple violations occur at frequent intervals, a single conference to address these problems will be sufficient.

If the parent/guardian is unable to attend or chooses not to attend the scheduled conference, then the conference will take place in the absence of the parent/guardian. After the conference, the principal will report the conference results to the parent(s)/guardian(s).

The purpose of the conference is to identify the source of the problem, to arrive at fair and effective solutions, and to improve student behavior. During the conference, the student will be allowed the opportunity to describe the problem as he/she sees it, and to suggest action that would resolve the problem. Parents/guardians and staff will be given the same opportunity. The student's academic and disciplinary records will be available for review during the conference. All participants in the conference will observe strict courtesy. A summary of the results of the conference will be recorded on the pupil's misconduct report form.

## CATEGORY ONE VIOLATIONS

- a. Being in undesignated areas for student use.
- b. Failure to sign-in properly
- c. Inappropriate display of affection
- d. Failure to follow appropriate dismissal procedure
- e. Unexcused tardiness
- f. Sleeping in class or refusal to participate in class
- g. Isolated incidents of teasing (note: A pattern of such behavior may be considered bullying)
- h. Profanity
- i. Unauthorized use of cell phone or other communication device (see cell phone policy)
- j. Blatant disrespect of authority, either verbal and/or non-verbal
- k. Receiving lunch/snacks delivered to the school before or during lunch or before 30 minutes has passed following the end of the last lunch period
- l. Inappropriate Attire (see Dress Code Policy)
- m. Violation of the Acceptable Use Policy for technology (See AUP for further details.)
- n. Any deliberate action by the student which results in physical injury to another person or deemed as causing embarrassment to another student
- o. Littering (Classroom, cafeteria, hallways, or any school property)
- p. Minor classroom violations that does NOT result in the destruction of property (example: drawing on desk)
- q. Failure to follow classroom policies and Procedures.

**\*\*Teachers are required to send Report of Student Misconduct Form and/or Documentation for Office Referral Form(s) before Principal/student conference. (Forms are located at the end.)**

### \*\* CONSEQUENCES FOR CATEGORY ONE VIOLATIONS

#### **First Offense**

\*conference from teacher/staff; documentation of offense

#### **Second Offense**

\*Documentation of offense; teacher in-school discipline, including, but not limited to, theme, loss of break, afternoon detention, or morning detention; parent communication

#### **Third Offense**

\*\*Individual student conference with principal; discipline assigned by principal including but not limited to, loss of break, morning or after-school detention, in-school discipline, or Saturday-school.

#### **Subsequent Offenses**

Short or long-term suspension, ISS Referral (long term), notification and/or legal charges filed with authorities, and/or expulsion process may be initiated

\*\* If deemed appropriate, the ISS teacher may contact outside resources to assist with the problem.

\*In School discipline may consist of morning, break, lunch, or afternoon detention or In-School Suspension (ISS) as deemed appropriate by principal/ designee.

1. Students must be assigned to detention by principal /designee
  - I. Parents will be notified of placement in morning/after school detention

## CATEGORY TWO VIOLATIONS

- a. Blatant disrespect of authority, either verbal and/or non-verbal
- b. Inappropriate Attire (see Dress Code Policy)
- c. Violation of the Acceptable Use Policy for technology (See AUP for further details.)
- d. Any deliberate action by the student which results in physical injury to another person or deemed as causing embarrassment to another student
- e. Leaving school grounds without permission
- f. Skipping (beyond 10 minutes tardy)
- g. Driving vehicle from school grounds (in addition to suspension of driving privileges)
- h. Harassment or discrimination (intimidation by threats or physical violence, creation of climate of hostility, use of language and/or symbols to convey hatred, and/or prejudice)
- i. False or malicious complaints of harassment/discrimination
- j. Hazing, bullying, and/or cyberbullying

- k. Possession or use of tobacco products (cigarettes, cigars, snuff, chewing tobacco, or any tobacco product or related product such as cigarette/cigar lighters)
- l. Display of Pornographic materials (including those on cell phones)
- m. Fighting - the use of serious physical force between two or more students or individuals
- n. Theft - stealing property belonging to the school or another person
- o. Extortion - the obtaining of property from an unwilling person by intimidation or physical force.
- p. False activation of a fire alarm or making a bomb threat
- q. Vandalism - damaging or defacing school property or the property of school personnel/students
- r. (The student also faces liability for the costs associated with the property damage.)
- s. Forgery – falsifying documents or signature
- t. Plagiarism – copying &/or paraphrasing someone else’s work/material
- u. Defiance – the willful refusal by a student to respond to any reasonable directions of authorized school personnel (including failure to identify oneself or to accept in-school disciplinary measures)
- v. Gambling – games of chance or skill for money or profit
- w. Vulgar or obscene language
- x. Indecent exposure
- y. Participating in Sexual Acts &/or Voyeurism
- z. Possession of a pocket knife
- aa. Any deliberate action that causes physical injury to another person
- bb. Instigating a fight through verbal, physical, or written communication

**\*\*Teachers are required to send Report of Student Misconduct Form before Principal/student conference. (Form located at the end.)**

**\*\* CONSEQUENCES FOR CATEGORY TWO VIOLATIONS**

**First Offense**

Documentation sent to principal; principal/student conference; parental notification; discipline assigned by principal including, but not limited to, in-school suspension, or Saturday-school; possible notification of law enforcement

**Second Offense**

Saturday-school, short term suspension, ISS placement initiated, and/or legal charges filed with authorities.

**Third Offense**

Long term suspension, and/or alternative placement initiated), notification and/or legal charges filed with authorities &/or expulsion process may be initiated, and notification of law enforcement authorities.

\*\* If deemed appropriate, the ISS teacher may contact outside resources to assist with the problem. Suspension notification will be given to the students to take home.

**CATEGORY THREE VIOLATIONS**

- a. Arson - intentionally damaging school buildings or property of another person by starting fire or causing an explosion
- b. Sale, distribution, assisting in the acquisition of, possession, use, or under the influence of drugs or alcohol
- c. Sale, distribution, assisting in the acquisition of, possession, or use of drug paraphernalia
- d. Sale, distribution, possession, assisting in the acquisition of, or use of any substance that simulates a controlled substance
- e. Sale, distribution, possession, assisting in the acquisition of, or use of fireworks
- f. Sale, distribution, possession, assisting in the acquisition of, or use of weapons-carrying, storing, using, or selling deadly weapons (See definition Pg. 11 and 12) on school property, to and from school, or school-sponsored functions
- g. Assault - intending to, or causing physical injury to another person by means of a deadly weapon or dangerous instrument, or intentionally causing physical injury to another person. Physical sexual abuse of any kind is considered assault
- h. Fighting or striking school personnel
- i. Intimidating or interfering with school personnel/students
- j. Preventing or attempting to prevent school personnel or students from performing their responsibilities through threats, violence, or harassment (Terroristic Threatening; Bomb Threats; Inciting a Riot)
- k. Assault or battery or abuse of school personnel: stealing or willfully or wantonly defacing, destroying, or damaging the personal property of school personnel

1. Robbery - theft involving the use of physical force, deadly weapons, or dangerous instruments  
**\*\*Teachers are required to send Report of Student Misconduct Form before Principal/student conference. (Form located at the end.)**

#### **\*\* CONSEQUENCES FOR CATEGORY THREE VIOLATIONS**

Long term suspension, expulsion process initiated, and notification of law enforcement authorities.

Pursuant to House Bill 330, when the principal has a reasonable belief that an act has occurred on school property or at a school sponsored function involving assault resulting in serious physical injury, a sexual offense, kidnapping, assault involving the use of a weapon, possession of a firearm in violation of the law, possession of a controlled substance in violation of the law, or damage to the property, the principal shall immediately report the act to the appropriate local law enforcement agency. For purposes of this section, school property; means any public school building, bus, public school campus, grounds, recreational area, or athletic field, in the charge of the principal. Kentucky Revised Statutes (KRS) 600.020 defines Public Offenses and Status Offenses.

“Public Offense Action” means an action brought in the interest of a child who is accused of committing an offense, which if committed by an adult would be a crime, whether the same is a felony, misdemeanor, or other violation.

“Status Offense Action” is any action brought in the interest of a child who is accused of committing acts, which if committed by an adult, would not be a crime.

All school-sponsored student activities shall be under the direction of the principal and faculty of the school, except that a non-faculty coach or non-faculty assistant may accompany students on athletic trips as provided in board policy. The principal may suspend a student’s eligibility to participate in extracurricular and co-curricular activities, pending investigation of any allegation that the student has violated either the district behavior standards or the school council’s criteria for participation.

#### **TOBACCO VIOLATIONS**

1<sup>st</sup> Offense = 500-word theme and parents contacted

2<sup>nd</sup> Offense = One day of ISS

3<sup>rd</sup> Offense = Two days of ISS and/or suspension

#### **GUN FREE SCHOOL ACT OF 1994**

Any student determined to have brought a weapon or firearm to school or school grounds under the jurisdiction of this system, will be reported to the justice or juvenile delinquency system. To comply with IDEA regarding discipline of students with disabilities, the Board of Education will modify the expulsion requirements on a case-by-case basis, for IDEA-eligible students. IDEA-eligible students may be expelled for behavior unrelated to their disabilities, as long as the procedural safeguards by IDEA and KRS 158.150 are followed. Non IDEA-eligible students (including section 504 students) will be expelled for not less than one calendar year from their regular school setting in the Jenkins Independent School System.

Non- IDEA –eligible students (including section 504 identified students) expelled for not less than one calendar year from the regular school setting may, at the discretion of the Board of Education, be placed in an alternative setting in the Jenkins Independent School system.

#### **THE SUPERINTENDENT OR PRINCIPAL MAY SUSPEND A STUDENT**

- A. Short term suspensions shall be for a period of 1-5 school days
- B. A long term suspension shall be for a period of 6-10 school days
- C. A Student placed on suspension is prohibited from the school or school grounds (except for a pre-arranged conference with an administrator), attending (or participating in) any day or night school functions of the Jenkins Independent Schools, or riding a school bus during the term of the suspension. A student on suspension shall not be allowed to participate in any extra-curricular activities sponsored by the school. Violations of the conditions of the suspension process may result in expulsion. However, students shall be guaranteed due process rights as outlined in this code.
- D. A suspension shall be for a definite number of school days and shall not be extended without the prior written approval of the parent/guardian, except in the case of pre-expulsion suspensions.
- E. When suspensions have totaled ten days, the principal shall initiate an alternative school placement and shall file an out-of-control petition with the district court for continued behavioral violations.

## **SUSPENSION/EXPULSION PROCEDURES (FOR ALL STUDENTS)**

When behavior problems are serious enough (in accordance with KRS 158.150\*) to warrant the initiation of the suspension/expulsion process, the following procedures will be followed.

### **SHORT-TERM SUSPENSION**

(Not to Exceed Ten Cumulative Days per School Year)

The principal convenes an informal hearing to determine the validity of the charge against the student.

1. A student cannot be suspended until the following due process procedures have been provided:
  - a. The student has been given oral or written notice of the charge against him/her, which constitutes causes for suspension
  - b. The student has been given an explanation of the evidence of the charge if the student denies it, the student has been given an opportunity to present his/her own version of the facts related to the charge.
2. These due process procedures precede any suspension from the school unless immediate suspension is essential to protect persons or property or to avoid disruption of the ongoing academic process. In such cases the due process procedures shall follow the suspension as soon as practical but no later than three school days after the suspension.
3. An informal hearing between the student and the principal will satisfy due process requirements for a short-term suspension as long as the student is first told what he/she is accused of doing and what the basis of the accusation is, the student will then be allowed to explain his/her version of the facts during the discussion.
4. In hearings connected with short-term suspensions, school officials are not required to provide the student with an opportunity to secure counsel, to confront and cross-examine witnesses supporting the charge, or to call his witnesses to verify his version of the incident.
5. A written report of the suspension must immediately be provided to the superintendent and to the parents/guardians of the student.

### **PRE-EXPULSION SUSPENSION**

If evidence indicates that the student has committed an expulsion offense, the student is given a pre-expulsion suspension. All documentation concerning the case is forwarded to the superintendent at the central office. The documentation must be faxed immediately to the offices of the superintendent and the director of pupil personnel (and the director of special education if a special education student is involved) on the same date (day) that the student is suspended. The hard copy documentation is also forwarded to those offices, as appropriate.

1. A pre-expulsion hearing by an Administrative Discipline Committee will be held with the superintendent (or designee) to explore alternatives to expulsion.
2. The Administrative Discipline Committee members are:
  - a. The superintendent/designee:
  - b. Director of Pupil Personnel:
  - c. Principal:
  - d. Parent(s)/guardian(s) of the student:
  - e. Student:
  - f. Legal counsel (if desired by parent/guardian and/or district):
  - g. Other school personnel (directly involved with the infraction)
3. The pre-expulsion hearing by the Administrative Discipline Committee will be scheduled as soon as possible after receiving the faxed documentation and no later than ten school days from the suspension date.
4. The pre-expulsion hearing shall be tape-recorded.
5. The principal will explain the allegations against the student.
6. The student will have the opportunity to respond to the allegations.
7. If expulsion is recommended to the superintendent by the committee, the case will be referred to the Jenkins Independent Board of Education to be considered at the next regularly scheduled/special called board meeting.
8. Should the superintendent/designee decide to recommend expulsion, the superintendent/designee shall, within ten days of receipt of the recommendation, notify the parent and student of the date, time, and location of the expulsion hearing. The hearing shall be held at the next regular/special called board meeting.

### **PROCEDURES FOR THE EXPULSION OF STUDENTS**

1. Preliminary considerations
  - a. Only the board of education can expel a student.

- b. Only the superintendent can recommend expulsion of a student to the board of education.
  - c. School officials have immunity for actions taken in the good faith fulfillment of their responsibilities and within the bounds of reason under all circumstances.
  - d. The decision of the board of education to expel a student is final.
2. Due Process Requirements to Expel a Student
- a. No student can be expelled until the parent has had an opportunity for a hearing before the board of education.
  - b. The parent/guardian should receive adequate written notice of the expulsion process.
    - 1. The information should convey to the parent and student all that is needed to allow for the preparation of the defense.
    - 2. The written statement should contain a statement of the specific charges and grounds against the student, the time, date, and location of the hearing, the right to legal counsel, and the right to an impartial hearing.
    - 3. The parent and student must receive all written statements taken during the course of the school's investigation of the offense.
  - c. The school board meeting should be held no earlier the five days from the day the notice is received and no later than the next regular school board meeting.
  - d. The school board must allow the student to be represented by legal counsel, but the school board does not have to provide an attorney if the student and his/her parents choose not to have one, or if the parents cannot afford one. The school board can limit representation to attorneys at law.
  - e. Opportunity should be given to cross-examine witnesses.
  - f. The hearing may be closed or open at the election of the parent and/or student (if student is 18 years old or older).
  - g. Proof of the charge beyond a reasonable doubt is not required.
  - h. The decision of the school board is not required to be unanimous.
  - i. The school board should report in writing the decision of the board to the parent/guardian. If the hearing has involved multiple charges, the report should include which charges the school board found to be supported by the evidence and upon which the board made the decision to expel.
3. Conducting the Due Process Hearing
- a. Preliminary Matters
    - 1. Tape record the hearing
    - 2. Introduce the persons present
    - 3. Explain the process to be followed
    - 4. Advise that the hearing will be closed unless the parents request otherwise
  - b. Read the charges to the parent/guardian and the accused student.
  - c. Confirm that the parent/guardian received the packet of materials prior to the hearing
    - 1. Explain that the same materials were received by the school board members
    - 2. Explain why the proceedings are taped
    - 3. Ask if the parent/guardian has any question
    - 4. Advise that all witnesses will be sworn in by a notary public
  - d. Swear all witnesses who will be testifying
    - 1. Have the principal or assistant principal testify regarding the charges and the results of the investigation
    - 2. Introduce relevant documents including statements taken in the course of the investigation.
      - a. Permit cross-examination by the parents, guardians, accused student, or their attorney
    - 3. Have the remaining witnesses testify regarding their knowledge and introduce relevant documents.
      - a. Permit cross-examination
    - 4. Allow parents, guardians, accused student, or their attorney to present witnesses or to introduce relevant documents.
      - a. Permit cross examination by the principal, assistant principal, or board attorney
    - 5. Permit the principal or board attorney and parents, guardians, accused student, or their attorney to present closing statements
    - 6. All persons (including the superintendent and members of the school district staff) should leave the room (OAG 83-488)
      - a. The board then considers the matter privately in closed session
    - 7. The board returns to open session in the presence of all persons to vote on expulsion.

- a. Three board members must vote to expel
- b. The board may take final action in closed session (KRS 61.815)
- 8. If the board votes not to expel
  - a. the student is returned to school
- 9. If the board votes to expel
  - a. The student is removed from school
    - 1. The board considers and determines if an appropriate alternative education placement is indicated
  - b. The student accompanied by an administrator should be permitted to remove any personal items from the school building.
  - c. The superintendent shall write to the parent/guardian confirming the results of the hearing.
- 10 Length of expulsion
  - a. Expulsions, which carry over to the following school year, are not prohibited; however, they “should be used only in the rarest of circumstances.” (OAG 88-65)

**\* Suspension or Expulsion of Pupils (KRS 158.150)**

- 1. All pupils admitted to the common schools shall comply with the lawful regulations for the government of the schools:
  - a. Willful disobedience or defiance of the authority of the teachers or administrators, use of profanity or vulgarity, assault or battery of abuse of other students, the threat of force or violence, the use or possession of alcohol or drugs, stealing or destruction or defacing of school property or personal property of students, the carrying or use of weapons or dangerous instruments, or other incorrigible bad conduct on school property, as well as off school property at school sponsored activities, constitutes cause for suspension or expulsion from school:
  - b. Assault or battery or abuse of school personnel: stealing or willfully or wantonly defacing, destroying, or damaging the personal property of school personnel on school property, off school property, or at school sponsored activities constitutes cause for suspension or expulsion from school.

**APPEAL AND DUE PROCESS**

The courts have ruled that due process is a right of all citizens. In matters of discipline resulting in suspension, the student who has allegedly committed a breach of rules is entitled to due process. In general, due process rights include:

- 1. Being informed of charges and evidence
- 2. Being given the opportunity to present one’s case
- 3. Having the right of appeal

An appeal must be made in writing through administrative channels to the board of education. Written appeals will receive a written response. The final level of appeal shall be to the superintendent and the board of education.



## ACADEMICS

**\*Students that do not meet the college readiness benchmarks for English and language arts and/or mathematics shall take a transitional course or intervention before exiting high school.**

### ACADEMIC LOAD

The minimum class load for all JMHS students is seven credit classes. All students must enroll in classes which will advance them toward graduation requirements. With the exception of a course failure, no high school student will be allowed to enroll in a course that would be considered a regression from a previous course for which full credit was earned. High school students must take all English courses sequentially.

### REQUIREMENTS FOR PROMOTION

#### Middle School:

1. To be promoted, middle school students must pass 6 of their 7 classes with a yearly average of 60. A yearly average is calculated by averaging semester grades from each course. Rotation classes will be averaged with the corresponding semester class the student is enrolled in that class period to determine a yearly average.
2. If a middle school student only passes 5 of their 7 classes they may successfully complete summer school to be promoted.
3. Any middle school student that passes 4 classes or less will be retained unless intervention during summer school is completed.
4. Successful completion of the eighth grade is required in order to be promoted to the 9<sup>th</sup> grade.

#### High School:

1. Please refer to the Graduation Requirements (Pg. 29 & 30) for promotion requirements which correspond to your graduation year.

### GRADING PERIOD

Report cards will be sent home with the students one week following the end of a nine weeks grading period. Progress reports will be sent home with the students on or near the middle of the nine weeks grading period. Grades earned in KVHS or ESchool courses will not be reflected on the progress report. Parents will now be able to log in on Infinite Campus to check their student's progress at any time. Parents will be given a password that will be for each student. The accredited institution will submit final grades within 3 days of the end of each semester. These grades will be the final.

### GRADING SCALE

90-100	A
80-89	B
70-79	C
60-69	D
0-59	F

I = Incomplete

Any incomplete "I" earned for any grading period must be made up by the end of the following grading period. Failure to do so on the part of the student will result in the grade that was not made up becoming a zero (0) and calculated in the 9 weeks grade.

Only numerical grades will appear on report cards.

### RANK IN CLASS

#### High School:

1. Rank in class is computed from **numerical** grades earned in all credit courses.
2. A student's grade point average will be computed from numerical grades earned in all credit classes.
3. Rank in class is determined by the student's grade point average with a numerical tiebreaker for Valedictorian and Salutatorian as specified in the criteria for those awards.
4. When subjects with a grade of D or F are repeated, the highest grade will be used in the ranking.

## **GRADE POINT AVERAGE (GPA) – MIDDLE SCHOOL AND HIGH SCHOOL**

GPA is determined when a *grade* is given a *point* value and all values are averaged. All numerical grades shall be converted to a point scale as defined in this document for calculating GPA.

- ◆ If the calculation of the GPA results in a number that is more than the hundredths place, following the rules for rounding, the GPA shall be rounded to the nearest hundredth.
- ◆ JHS: GPA will be calculated for all credit courses taken.
- ◆ JMS: GPA will be calculated for all courses taken in the sixth, seventh, and eighth grade.

When converting numerical grades to a point system, the following scale is used:

A	4 Points
B	3 Points
C	2 Points
D	1 Point
F	0 Points

When converting to a point system value of Advanced Placement, Commonwealth Diploma, Kentucky Virtual High School Courses or Dual College Credit classes, the following scale is used:

A	5 Points
B	4 Points
C	3 Points
D	2 Points
F	0 Points

## **HIGH SCHOOL CREDITS**

1. One-half credit is earned upon passing a course for each semester. A student must make up each semester of required courses in which a passing grade was not achieved.
2. In order to improve a grade of D or F, a student may repeat a class. However, only one credit may be earned.

## **END OF COURSE EXAMS**

Grades earned on end-of-course exams required for high school courses designated by Kentucky Administration Regulation shall count as twenty percent (20%) of a student's final grade in a course.

## **ADVANCED PLACEMENT (AP)**

AP classes will be offered at appropriate levels.

## **ACCELERATED CLASSES**

The guidance counselor will work with students to develop individual plans for accelerated class schedules.

## **DUAL CREDITS**

Credit for college classes may earn a high school credit and college credit. These courses will be weighted on a five (5)-point scale. College classes may be substituted for electives.

## DUAL CREDIT POLICY

Dual credit exists when both a high school and a college/university award credit to a high school student for the same course. Dual Credit is restricted to students who meet the following criteria:

- Meet required ACT and/or COMPASS and/or KYOTE scores, as well as pre-requisites, in order to enroll by August 1<sup>st</sup> of each school year
- Sign the parent/student dual credit contract
- Have Principal or designee approval

Students who qualify for dual credit may leave school to take a college class to count as dual credit.

Approved dual credit classes shall count for graduation requirements. All other dual credit classes shall count as electives.

Students who enroll in dual credit coursework should check with the college/university to ensure dual credits will be accepted.

Students passing a dual credit course will receive a weighted G.P.A. by gaining one extra quality point on their final grade.

## DUAL CREDIT CONTRACT

Dual credit/concurrent enrollment is not intended to replace High School curriculum. High school official approval is required for dual credit classes.

### What is dual credit?

Dual credit is credit earned in two places: high school and college. Your grades are posted on two transcripts, high school transcript and UPIKE transcript. The credit awarded for meeting high school graduation requirements is determined by each school independently.

### How do I qualify for the concurrent enrollment/dual credit program?

You must be an A/B student, demonstrate the maturity to be in a college class and must meet the ACT benchmark scores in English (18) and Math (19) and a Composite Score of 18. A student must have a Math score of (22) to take a non-remedial math course. Students will need permission from their High School Counselor or Home School Administrator.

### How do I maintain participation in the dual credit program?

Students must earn a C or better in all courses while in a dual credit status. If a D or lower is earned, the student will not be allowed to continue with the dual credit program. If you made a D or an F, you are no longer eligible to participate in the dual credit program. You will need to enroll in courses at the high school level. If you have an extenuating circumstance, please contact your high school counselor regarding the request for continuance policy.

The cost of tuition, books, and transportation will be provided by Jenkins Independent. If for some reason the student is unsuccessful and does not complete their coursework or fails, the parent and student further understand that they will be responsible for refunding the district the amount of tuition for the course.

Students and parents understand that the rules/guidelines set forth in the student code of conduct/handbook will be enforced even while on the college campus. The student is responsible for being present in their classes and doing the coursework. Failure to attend classes will not be tolerated.

\_\_\_\_\_  
Student                      Date

\_\_\_\_\_  
Parent                      Date

\_\_\_\_\_  
Principal                      Date

## PERMISSION TO DROP A HIGH SCHOOL COURSE

The guidance counselor and principal must approve dropping a course. This verification must be presented to all teachers involved in the schedule change and to the office personnel responsible for the master copy of all student schedules. The parent/guardian will be notified of any schedule changes. Courses cannot be dropped after the **first ten** days of the semester.

## SUMMER SCHOOL

JIS offers summer school through the Extended School Services program. The E.S.S. program is designed as an academic enrichment program for all students, not just for those who are failing or have failed a course. Skill development will be offered as well as credit recovery. Students seeking summer school must apply and be admitted through a committee process. Students will be taking a course and pass a final exam at the end to gain the full credit. Students will no longer be logging in to accumulate login hours to pass. They will be enrolled in a course, have active lessons, participate and on occasions, have homework. Currently, JIS is using Plato Courseware through Edmentum. The criteria used for determining if a student has successfully completed a Plato Course is:

- Complete 100% of the Plato Course
- 100% on Module Mastery
- 60% or higher on Post Tests
- 60% or higher on End of Semester Test

The following will be used to determine how many days a student must attend Summer School in order to gain credit for a failing class (and meeting the criteria for successfully completing a Plato Course as stated above.):

- All EOC classes are considered as a year-long course and not as two separate semesters, therefore students wishing to attend Summer School must attend all 20 days.
- ½ credit (other than EOC credits) of a failed class can be recovered by attending 10 days of Summer School.
- 1 credit (other than EOC credits) of a failed class can be recovered by attending 20 days of Summer School.

Final Grade in course(s) recovered during Summer School will use the following grading criteria:

<b>Credit Recovery Grade</b>	<b>Final Grade</b>
100%-90%	C/70%
89%-80%	D/67%
79%-70%	D/65%
69%-60%	D/60%
59% and below	F

## CREDIT RECOVERY/NEW CREDIT PROGRAM

The purpose of this program is to improve the credit standing of Jenkins Middle High students and to afford them the opportunity to reduce current barriers that may prevent them from completing the four-year course of study leading to a high school diploma. Currently, JIS is using Plato Courseware through Edmentum. The criteria used for determining if a student has successfully completed a Plato Course is:

- Complete 100% of the Plato Course
- 100% on Module Mastery
- 60% or higher on Post Tests
- 60% or higher on End of Semester Test

JIS will be using the following grading system for these classes:

- 1<sup>st</sup> 9 Weeks – A student must have at least 25% of their courseware completed and their nine weeks grade will be determined on the progress they have made\*.
- 2<sup>nd</sup> 9 Weeks – A student must have at least 50% of their courseware completed and their nine weeks grade will be determined on the progress they have made\*.
- 3<sup>rd</sup> 9 Weeks – A student must have at least 75% of their courseware completed and their nine weeks grade will be determined on the progress they have made\*.
- 4<sup>th</sup> 9 Weeks – A student must have 100% of their courseware completed and their nine weeks grade will be determined on the progress they have made\*\*.

*\*If a student has not completed the required percentage in a given nine weeks period he/she will be given a grade of incomplete (I).*

*\*\*If a student has not completed 100% of their courseware by the end of the school year, the student will not receive an incomplete grade, but rather he/she will receive a failing grade.*

Final Grade in course(s) recovered during Credit Recovery will use the following grading criteria:

Credit Recovery Grade	Final Grade
100%-90%	C/70%
89%-80%	D/67%
79%-70%	D/65%
69%-60%	D/60%
59% and below	F

## HIGH SCHOOL ACADEMIC AWARDS

Recognition of Valedictorian/Salutatorian Honors will only be recognized at the 12<sup>th</sup> Grade.

### HIGH SCHOOL VALEDICTORIAN/SALUTATORIAN

#### **The High School Valedictorian must:**

1. Be an honor student.
2. Have the highest GPA.
3. Must complete criteria for the highest diploma offered. Course grades will be weighted for Dual Credit, AP, and Honors classes.
4. In case of a tie for Valedictorian, a numerical average of all credits earned (rounded to the nearest hundredth) will determine the recipient. If there is a tie after the numerical average is rounded to the nearest hundredth, there will be multiple recipients.

#### **The High School Salutatorian must:**

1. Be an honor student.
2. Have the highest GPA after the Valedictorian.
3. Must complete criteria for the highest diploma offered. Course grades will be weighted for Dual Credit, AP, and Honors classes. If no student meets the criteria for a Commonwealth Diploma, then the Salutatorian will be selected from students meeting the requirements for the Pre-College Diploma.
4. The same tiebreaker will be used for Salutatorian as for Valedictorian.

### HIGH SCHOOL ESCORTS/USHERS

#### **Junior Escorts**

High School escorts and ushers for graduation will be chosen from the juniors with the highest GPA at the end of the third nine weeks of their junior year.

#### **Junior Escorts must:**

1. Be an honor student.
2. Have the highest GPA in their class.
3. Two escorts will be selected using this criteria, unless there are more than 2 with the same \*GPA. In the event there is a tie, all with the same GPA will serve as escorts. There will be no tiebreaker.
4. Be on schedule to complete criteria for specific diplomas.
5. Must meet criteria for Pre-College Diploma.

### HIGH SCHOOL ACADEMIC HONOR STUDENTS

- ❖ Academic honor students are defined as having a GPA of 3.6 or higher
- ❖ Academic honor students must complete the criteria for one of the two highest diplomas.

Underclassman academic honor awards will be presented at an event during the last week of school.

## MIDDLE SCHOOL ACADEMIC AWARDS

### MIDDLE SCHOOL TOP 8<sup>TH</sup> GRADE STUDENT(S)

#### The Middle School Top 8<sup>th</sup> Grade Student(s) must:

1. Be an honor student.
2. Have the highest GPA.

### MIDDLE SCHOOL ESCORTS/USHERS

#### 7<sup>TH</sup> Grade Escorts

Middle School escorts and ushers for graduation will be chosen from the 7<sup>th</sup> grade students with the highest GPA at the end of the third nine weeks of their 7<sup>th</sup> grade year.

#### 7<sup>th</sup> Grade Escorts must:

1. Be an honor student.
2. Have the highest GPA in their class.
3. Two escorts will be selected using this criteria, unless there are more than 2 with the same \*GPA. In the event there is a tie, all with the same GPA will serve as escorts. There will be no tiebreaker.

### MIDDLE SCHOOL ACADEMIC HONOR STUDENTS

- ❖ Academic honor students are defined as having a GPA of 3.6 or higher

Underclassman academic honor awards will be presented at an event during the last week of school.

## EXTRA-CURRICULAR ACTIVITIES

JIS has a varied extracurricular program, which is open to all eligible JIS students, consisting of:

Football	Girls' and Boys' Golf	Academic Team	Cheerleading
Baseball	Girls' and Boys' Basketball	Softball	Volleyball
Girls' and Boys' Track	Girls' and Boys' Cross Country	Band	Speech
Wrestling	Archery		

- ◆ The students of Jenkins Middle School may be allowed to participate on high school teams. The KHSAA prohibits anyone below the ninth grade to participate in games or practice with high school varsity football squads. Jenkins Elementary students may be allowed to participate on middle school teams. These decisions will be at the discretion of the coach or sponsor.
- ◆ The Board of Education reserves the right to drop sports/activities when there is no qualified coach/sponsor available. Sports/activities will also be reviewed periodically to determine whether there is sufficient level of student participation to continue offering the sport/activity.
- ◆ All school sponsored student activities shall be under the direction of the principal, faculty of the school, coach, and assistants that accompany trips, as provided by the board policy. The principal may suspend a student's eligibility to participate in extra-curricular and co-curricular activities, pending investigation of any allegation that the student has violated either the district behavior standards or the school criteria for participation.
- ◆ The academic progress of each student-athlete will be monitored weekly by the athletic director or assistant athletic director. A student will be declared ineligible for a week if he/she has below a 2.0 term GPA (grade point average).
- ◆ Student participation in extracurricular activities stated above and other afterschool activities such as Prom, Senior Trip, and other class field trips, etc. will be determined by the specific guidelines set forth for each particular activity/trip.
- ◆ Daily participation in practices/games/activities in all extracurricular activities listed above will be based on the following: **Student athlete must be in attendance the entire school day in order to participate in practice and/or game unless the student has a medical excuse for the missed school time in question. Extenuating circumstances will be dealt with at the discretion of the Principal.**
- ◆ Any student who accumulates two (2) unexcused absences in a calendar month will result in the student being suspended for the next game of interscholastic competition.
- ◆ ***Students may not participate in extra-curricular activities if they become a habitual truant (SIX OR MORE UNEXCUSED ABSENCES)***

### GUIDELINES FOR UNIFORM/EQUIPMENT SELECTION:

Kelly Green & White are the official colors of JIS. A third color may be used as an accent color such as black as long as the third color doesn't become primary. All game uniforms to be worn by Jenkins Independent School's extracurricular teams must be approved by the Board of Education.

### FUNDRAISING

The JIS school board must approve all fund raising projects involving students.

### CLUBS

Clubs are scheduled to meet throughout the school year. All clubs will follow the recommendations of the sponsors, principal, and the JIS Board of Education. The following clubs are offered at Jenkins Middle High School when teachers are available to sponsor the club:

National Honor Society	KEY Club	Beta Club	Game
Student Government	Bible Club	Academic Team	SADD
Fellowship of Christian Athletes	STLP	Hunting & Fishing	FCCLA
Future Teachers of America	Tri-Music Society	Reading Café	Spirit
UNITE	Fitness Club	Archery Club	



## **Parent Engagement/Parent Volunteer Policy**

Our district recognizes our students' families and our local community as essential partners in helping each student succeed. We commit ourselves to:

- I. Sharing clear information about each child's progress with the child's family.
- II. Offering practical suggestions to families on how they can support student learning at home.
- III. Making representative parents and community member's full partners in our decision-making.
- IV. Seeking and supporting adult volunteers to work with and inspire our students.

We will achieve each of these goals through the methods listed below.

### **INFORMATION ON STUDENT PROGRESS**

Each marking period, teachers will provide each student's family with:

- I. A written report on the student's progress.
- II. A written report on how each student with a disability is progressing toward the goals of the IEP.
- III. An invitation to meet and discuss the child's progress.
- IV. An opportunity for the student to participate in sharing information on his/her progress with the parents.
- V. The e-mail address and telephone numbers they can use to communicate with their child's teachers.
- VI. Parents will have login information to obtain up to date grades through infinite campus.

### **HOME SUPPORT FOR STUDENT LEARNING**

Our principal and teachers will:

- I. Assign homework compatible with our Instruction Policy.
- II. Provide information on the content students will learn each year through the methods listed in our Curriculum Policy.
- III. Support a vigorous Parent Teacher Organization.

### **OUR FAMILY RESOURCE CENTER WILL:**

- I. Survey families at least once a year to learn what services and activities would most help them support their children.
- II. Offer a well-planned, well-publicized set of programs to meet those needs.
- III. Provide added information on those issues on our school website.

### **DECISION MAKING**

We invite concerned adults throughout our community to join in our decision-making by:

- I. Signing up to serve on our committees.
- II. Attending Board or committee meetings.
- III. Commenting on draft policies and plans as they are made available.
- IV. Participating in surveys, input meetings, and other opportunities to define school needs and develop solutions.

### **VOLUNTEERS**

We invite concerned members of our community, including parents, to volunteer to help our students in the following capacities:

- I. Tutoring.
- II. Assisting with classroom activities.
- III. Preparing materials.
- IV. Joining our PTO and supporting their efforts to strengthen our school.
- V. Extra-Curricular Activities

### **Background Check Confidentiality Training**

In accordance with Board policy, any parent or guardian who wants to volunteer in any capacity (field trips, assisting the teacher with students or projects in class or out of class, helping with class celebrations, assisting in extracurricular activities) must obtain a background check and participate in confidentiality training before they are able to volunteer. Paperwork for background checks may be obtained through the school's office. Confidentiality Training is offered on selected dates. This does not include guest speakers, visits for lunch or attendance of school assemblies. Volunteers helping with extra-curricular activities must also meet criteria set by LCEAA and KHSAA.

### **Siblings**

Due to issues of safety, space, and creating an optimal learning environment for students, parents/guardians may not bring siblings to activities at which they are volunteering, supervising or chaperoning. This includes any in-class or out-of-class volunteer activity, field trips, class parties and celebrations.

## **KRS 161.148 CHAPTER 60 (HB 204)**

AN ACT relating to criminal records checks.

*Be it enacted by the General Assembly of the Commonwealth of Kentucky:*

Section 1. KRS 161.148 is amended to read as follows:

- (1) As used in this section, "volunteers" means adults who assist teachers, administrators, or other staff in public school classrooms, schools, or school district programs, and who do not receive compensation for their work.
- (2) Local school districts may utilize adult volunteers in supplementary instructional and noninstructional activities with pupils under the direction and supervision of the professional administrative and teaching staff.
- (3) Each board of education shall develop policies and procedures that encourage volunteers to assist in school or district programs.
- (4) Each local board of education shall develop and adopt a policy requiring a state criminal records check on all volunteers who have contact with students on a regularly scheduled or continuing basis, or who have supervisory responsibility for children at a school site or on school-sponsored trips. The request for records may be from the Justice Cabinet or the Administrative Office of the Courts, or both, and shall include records of all available convictions as described in KRS 17.160(1). Any request for a criminal records check of a volunteer under this subsection shall be on a form or through a process approved by the Justice Cabinet or the Administrative Office of the Courts. If the cabinet or the Administrative Office of the Courts charges fees, the local board of education shall arrange to pay the cost which may be from local funds or donations from any source including volunteers.
- (5) The local board of education shall provide orientation material to all volunteers who have contact with students on a regularly scheduled or continuing basis, including school policies, safety and emergency procedures, and other information deemed appropriate by the local board of education.

## **NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY INSTITUTIONS**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the students education records. They are:

- The right to inspect and review the student's education records within 45 days of the day the Jenkins Independent School District receives a request or access. Parents or eligible students should submit to the school principal/designee a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records maybe inspected.
- The right to request the amendment of the student's education record that the parent or eligible student believes are inaccurate, misleading, or in violation of the student's privacy or other rights. Parents or eligible students may ask the Jenkins Independent School District to amend a record that they believe is inaccurate, misleading, or in violation of privacy or other rights. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading, or in violation of their privacy or other rights. If the Jenkins Independent School District decides not to amend the record as requested by the parent or eligible student, the Jenkins Independent School District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the

request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the Jenkins Independent School District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the Jenkins Independent School District has contacted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. Upon request, the Jenkins Independent School District discloses education records without consent to officials of another school district or post-secondary institution in which a student seeks or intends to enroll or is already enrolled or to other entities authorized by law, so long as the disclosure is for purposes related to the student's enrollment or transfer.
- District may disclose information to those whose knowledge of such information is necessary to respond to an actual impending, or imminent articulable, and significant health/safety threat.
- The right to prohibit the disclosure of personally identifiable information concerning the student to recruiting representatives of the US Armed Forces and its service academies the Kentucky Air National Guard and the Kentucky Army National Guard. Unless the parent or secondary school student requests in writing that the district not release information, the student's name, address, and telephone number (if listed) shall be released to Armed Forces recruiter upon their request.
- The right to notify the District in writing to withhold information the Board has designated as directory information. Parents/eligible students shall notify the District by the deadline designated by the District.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Jenkins Independent School District to comply with the requirements of FERPA. The address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

### **HIPAA NOTIFICATION**

HIPAA is the Health Insurance Portability and Accountability Act. Most school records are subject to the FERPA privacy requirements previously described, however students that receive health services billed through Medicaid will have records maintained according to the HIPAA guidelines.

You may request from your school nurse information about how we use medical information about your child and when we can share that information with others.

We protect the privacy of your child's health information by:

- Limiting how we use and disclose health information.
- Providing physical safeguards including secure offices and storage facilities.
- Providing electronic protections and procedures.
- Training employees on our privacy policies and procedures.

If you have any questions about your rights or our duties with respect to medical information concerning your child, please contact your child's principal.

### **NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

PPRA affords parents and eligible students (those who are 18 or older or who are emancipated minors) certain rights regarding conduction of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to consent before minor students are required to submit to a survey, analysis or evaluation that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education:

- Political affiliations or beliefs of the student or student's parent.
- Mental or psychological problems of the student or student's family.
- Sex behavior or attitudes.
- Illegal, anti-social, self-incriminating, or demeaning behavior.  
Critical appraisals of others with whom respondents have close family relationships.
- Legally recognized privileged relationships, such as with lawyers, doctors, or ministers.  
Religious practices, affiliations, or beliefs of the student or parents.
- Income, other than as required by law to determine program eligibility for participation in a program or for receiving financial assistance under such program.

The right to receive notice and an opportunity to opt a student out of:

- Any other protected information survey, regardless of funding.
- Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student (except for any physical exam or screening permitted or required under State law).

Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others. If there is an indication of no directory information is to be provided to third parties or if the marketing activity involves provision of social security numbers, the consent form should be used.

The right to inspect upon request and before administration or use:

- Protected information surveys of students to be used with students.
- Instruments used to collect personal information from students for any of the above marketing, sales or other distribution purposes.
- Instructional material used as part of the educational curriculum.

The District shall annually provide parents and eligible students notice of these rights under law in the Student Handbook, The District *Code of Acceptable Behavior and Discipline*, or other avenue designated by the Superintendent/designee.

The District shall also notify parents and eligible students at least annually at the start of each school year of the specific or approximate dates of the activities listed above. A new or supplemental notice shall be given as necessary to provide the opportunity to consent or opt out under the standards set forth above. Parents/eligible students who believe their rights have been violated may file a complaint with:

*Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605*

### **NOTIFICATION OF RIGHTS TO REQUEST TEACHER QUALIFICATIONS**

Jenkins Independent receives federal funds for Title I programs as part of the *No Child Left Behind Act* (NCLB). Under NCLB, you have the right to request information regarding the professional qualifications of your child's teacher(s). If you request this information, the district will provide you with the following:

- Whether the teacher has met the state requirements for certification for the grade levels and subject matters in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status.
- The college major and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.

If you would like to request this information, please contact the building principal.

# Graduation Requirements

## Requirements for Promotion

Sophomore: 6 Credits

Junior: 12 Credits

Senior: 19 Credits

### GENERAL DIPLOMA (TOTAL CREDITS REQUIRED: 24)

Language Arts (4 Credits):	Credits Shall Be: English I, II, III, & IV (STUDENTS ARE REQUIRED TO HAVE A COMPLETE WRITING PORTFOLIO THEIR SENIOR YEAR)
Mathematics (4 Credits):	Credits Shall Be: Algebra I, Geometry, and Algebra II (Mathematics shall be taken each year of high school.)
Science (3 Credits):	2 Credits Shall Be: Earth Science/Integrated Science & Biology 1 Credit of Physical Science, Chemistry or Physics
Social Studies (3 Credits):	3 Credits Shall Be: U.S. History, World History, & American Government/Integrated Social Studies
Health (1/2 Credit):	½ Credit Required
Physical Education (1/2 Credit):	½ Credit Required
Humanities (1 Credit):	1 Credit Required
Electives (8 Credits)	½ Credit of World Geography & ½ Credit of Technology is strongly recommended

### PRE-COLLEGE DIPLOMA (TOTAL CREDITS REQUIRED: 25)

Language Arts (4 Credits):	Credits Shall Be: English I, II, III, & IV (STUDENTS ARE REQUIRED TO HAVE A COMPLETE WRITING PORTFOLIO THEIR SENIOR YEAR)
Mathematics (4 Credits):	Credits Shall Be: Algebra I, Geometry, Algebra II and any other Higher Course (Mathematics shall be taken each year of high school.)
Science (4 Credits):	Credits Shall Be: Earth Science/Integrated Science, Biology, Chemistry & 1 Credit from an advanced science elective
Social Studies (3 Credits):	3 Credits Shall Be: U.S. History, World History, & American Government/Integrated Social Studies
Health (1/2 Credit):	½ Credit Required
Physical Education (1/2 Credit):	½ Credit Required
Humanities (1 Credit):	1 Credit Required
Foreign Language (2 Credits):	2 Credits Required of the Same Nonnative Language
Electives (6 Credits)	½ Credit of World Geography & ½ Credit of Technology is strongly recommended

**Note:**

- ❖ For GPA calculation, KVHS AP Courses or college courses will be weighted on a 5 Point Scale.
- ❖ Dual College & HS Credit may be earned. AP Courses may be substituted for other courses and College Courses can be substituted for electives.
- ❖ Students must be within 1 credit of graduation to participate in the graduation ceremony. Diplomas will be presented to those students who have fulfilled the graduation requirements of Jenkins High School.

***ALMA-MATER: “Spirit of Jenkins”***

Spirit of Jenkins we love you,  
We're mighty proud of your fame.  
The years will come; the years will go,  
Yet your spirit will remain the same.  
Spirit of Jenkins we love you,  
Your name we will adore;  
We'll always cheer your colors,  
Green and White, forever more.

W.M. Taylor  
1950-51

**School Colors:** Kelly Green and White  
**Mascot:** Cavalier and Lady Cavalier

***School Song***

\*On, On Cavaliers,  
We will fight for the right, never fear.  
Throw the ball and hit the line,  
Every Jenkins' star will shine.  
We'll fight, fight, fight,  
For the Green and White,  
As we roll to the old Varsity.  
We will kick, pass, and run,  
'Til the battle is won,  
And bring home the Victory\*  
RAH! RAH! RAH!  
J-E-N-K-I-N-S C-A-V-A-L-I-E-R-S  
(Repeat from the beginning to \*)

**STUDENT HANDBOOK & UNIFORM CODE OF CONDUCT**  
**Last Adoption/Revision Dates**  
**JIS Board of Education**  
July 2017